

OPERATION AND MAINTENANCE DEPARTMENT'S MANUAL

1.0 ORGANISATION, RESPONSIBILITIES AND DUTIES OF THE OPERATION & MAINTENANCE DEPARTMENT.

1.1 INTRODUCTION:-

This manual generally gives the organizational set-up of the division and is intended to assist the officers and staff of the Undertaking and Citizens to get acquainted with the work of the Operation & Maintenance Division. Further as per Chapter II Section 4 of RTI Act 2005, it is mandatory to upload departmental manual on our BEST Undertaking's Website.

1.2 RESPONSIBILITIES AND FUNCTIONS:-

1.2.1 The department is primarily concerned with operation and maintenance of the Electric Supply Distribution System. Preventive and breakdown maintenance of cables, electrical equipments, installed in Distribution Sub Station (DSS) and Receiving Sub Station (RSS) is carried out by this dept. The HV and LV network is maintained in such a way that reliable supply of electricity is ensured and there are minimum nos. of interruptions.

1.2.2 This shall include the responsibility for the smooth and uninterrupted working of:

- i. Receiving Sub Station
- ii. Distribution Sub Station
- iii. H.V. and L.V. mains

1.2.3 Restoration of supply whenever interruptions occur in the system.

1.2.4 The department shall be responsible for complying with the requirements of various legislations applicable to its functioning viz. (a) Indian electricity Act and Rules, (b) The Indian Factories Act and Rules, and other Acts applicable from time to time.

1.2.4.1 The department shall also submit necessary reports as required under the above Acts to the respective authorities.

1.2.5 The department shall be responsible for initiating bills for payment of fees to the Government Electrical Inspector.

1.2.6 Maintenance of appropriate records in respect to payments of

- i. Lease rents,
- ii. Electrical Inspector's fees,
- iii. Way-leave charges and other suitable records for various substations/ receiving stations.

1.2.7 The department shall furnish the following data to the other departments of the Electric Supply Branch.

- i. Loads of various transformers, feeders etc. to Planning and Project depts. suggest appropriate scheme whenever necessary.
- ii. Information regarding service overloads and unbalanced loads to the respective Customer Care department, whenever detected.
- iii. The department also report regarding mal-operations of relays installed in the receiving stations or substations to System Protection Department for suitable action.
- iv. The department shall render assistance to the Material Management Dept. (i.e Stores) and Planning (Material) Department in selecting and approving various stores items required by the department as far as their quality and suitability for the use of the department are concerned.
- v. The department shall furnish to Planning and Stores departments its estimates of yearly consumptions of various items and spares likely to be used by the department in an ensuing year.
- vi. The department shall be responsible for maintaining data of equipment's performance that exist and are newly introduced in the system.

1.3 **ORGANIZATION:-**

For administrative convenience the Operation & Maintenance department is divided into five zones viz. (1) O&M(South) (2) O&M (Central south) (3) O&M(Central North) (4) O&M(North West) (5) O&M(North East). Area covered by each zone, their office addresses and contact details are as under:

Sr. no.	Division	Area Covered	Address & telephone	Head of Department	Respective controls & telephone no.
1	Operation & Maintenance (South)	Cuffe Parade, Colaba, Nariman Point, Fort, Churchgate, Ballard Pier, Crawford Market, Camac Bunder.	2nd floor, Colaba Off shore Building, Women Graduate Union Road Colaba Bus Station, Colaba, Mumbai – 400 005. 22153486, 22856262 Extn. 507.	Divisional Engineer Maintenance South	System Control, Pathakwadi 22085888, 22067893, 28082875. Pathakwadi Fault Control, 22066661,22066611, 22078865

Sr. no.	Division	Area Covered	Address & telephone	Head of Department	Respective controls & telephone no.
2	Operation & Maintenance (Central South)	Masjid, Mohammed Ali Road, Paydhuni, Dongari, Goaldeool, Bhendi Bazar, Nagpada, Kamathipura, Part of Mazgaon, Dockyard Road, Dana Bunder, Grant Road, Malbar Hill, Girgaon, Marine Drive, Tardeo, Cumballa Hill, Mahalaxmi, Hajjali.	Vidyut Building , 4th Floor, Pathakwadi, Mumbai – 400 002. 22080524 Extn. 746	Divisional Engineer Maintenance Central South	System Control, Pathakwadi 22085888, 22067893, 28082875. Pathakwadi Fault Control, 22066661,22066611, 22078865
3	Operation & Maintenance (Central North)	Race Course, Mumbai Central, Agripada, N. M. Joshi Marg, Byculla, Part of Mazgaon, Ray Road, Coal Bunder, Cotton Green, Lalbaug, Part of Worli.	3rd Floor, 22Kv Prabhadevi, R.S.S. Building, J. B. Temkar Marg, Opp. Old passport office, Worli, Mumbai – 400030. 24318285, 24313850, 24314888.	Divisional Engineer Maintenance Central North	Supervisory Control, Dadar Tel. no. 2415888, 24144891, 24144897. Prabhadevi Fault Control , 24327007, 24306611.

Sr. no.	Division	Area Covered	Address & telephone	Head of Department	Respective controls & telephone no.
4	Operation & Maintenance (North West)	Prabhadevi, Shivaji Park, Dadar (West), Mahim Dharavi, Part of Worli.	1st Floor, Pit Shed building, Wadala Depot., Wadala, Mumbai – 400 031. 24121740	Divisional Engineer Maintenance North West	Supervisory Control, Dadar Tel. no. 2415888, 24144891, 24144897. Mahim Fault Control, 24456611, 24451060
5	Operation & Maintenance (North East)	Dadar (E), Matunga, Sewree, Parel, Antop Hill, Wadala, Sion, Pratiksha Nagar, Haji Bunder, Kala Chowkey.	2nd Floor, Traffic Building, Anik Depot, Sion (East), Mumbai – 400 022. 24016611, 24071664 Ext.-500	Divisional Engineer Maintenance North East	Supervisory Control, Dadar Tel. no. 2415888, 24144891, 24144897. Dadar Fault Control, 24146611, 24146987, 24146683.

1.3.1 Each zone will be under the control and supervision of the respective Divisional Engineer.

1.3.2 Divisional Engineer shall be immediately responsible to the Deputy Chief Engineer (Distribution)

1.3.3 For convenience of works, the department is broadly divided into two sections, viz. (a) Repairs & Maintenance and (b) Operation & Restoration of Supply. However, for smooth functioning, there are different sections as given below.

- i. Establishment
- ii. 110 KV Receiving Substations Manning and Maintenance section
- iii. 33/22 KV Receiving Sub Station Manning and Maintenance section.
- iv. R&M of Distribution Sub Station (DSS), Static -1 and Static -2
- v. Permanent Repairs of cable.

- vi. HV supply restoration
- vii. LV supply restoration
- viii. Cable Testing
- ix. Auxiliary distribution Pillar Maintenance
- x. Scheme preparation and execution
- xi. Supervisory/ System /Fault Control
- xii. SIMHA (Supply through Individual Meter in Hutment Area) scheme execution.
- xiii. Administration

2.0 ESTABLISHMENT:-

2.1 Each O&M division consists of:-

- i. Divisional Engineer,
- ii. Superintendent
- iii. Assistant Engineer
- iv. Deputy Engineer
- v. Sub Engineer
- vi. Charge Engineer
- vii. Other staff that may be sanctioned under the Establishment Schedule from time to time. Generally there are 3 Superintendents and 3 Asst. Engineers. Additionally there may be more A grade officers depending on additional sections. E.g. SIMHA scheme execution, 110 kV Receiving Sub Station (RSS) etc.

2.2 DUTIES:-

2.2.1 The Divisional Engineer:-

The Divisional Engineer shall be directly responsible to the respective Deputy Chief Engineer (Distribution) of the zone and is the Chief Executive Officer In-charge of the Operation & Maintenance Division.

- i. To assist him in the performance of his duties. He is provided with necessary Staff as mentioned above in para no 2.1
- ii. In addition to this being responsible for the implementation of the procedure laid down in the departmental manual. Divisional Engineer shall also be responsible in co-operation with the Deputy Chief Engineer (Planning) for the proper maintenance of all sketches, plans and survey sheets.

- iii. For optimum utilization of man power and maintaining quality of work, he may go out for site visit / inspection as and when required. During his outdoor visits/meetings/leave, he delegates his power to senior most subordinate.
- iv. To constantly keep under review all the activities of the department and introduce as & when considered necessary any changes that will materially improve the efficiency of the department. All changes concerning policy, however, before being introduced are subject to the prior approval of competent authority.
- v. To maintain personal contact with his staff at all times and always keep their welfare in the foreground. Once it shows signs of receding, a unhealthy atmosphere is bound to develop. Precipitate action shall be avoided in all staff matters.
- vi. To ensure to see that expenditure is controlled within the budget amounts. For this purpose, he will ensure to maintain a register in accordance with the circular issued from time to time.
- vii. To submit an "Annual Report "on the working of his department to the Deputy Chief Engineer not later than 30th April of each year.
- viii. He shall also be responsible for efficient operation, maintenance and routine testing of all plant, machinery and cables in the distribution system.
- ix. He shall be responsible for inspection of all important works in progress and maintaining continuity of supply in co-ordination with other co-related departments.
- x. To enforce all regulation, Standing Orders, Safety Rules and other departmental and statutory rules, instructions issued from time to time and to ensure that all departmental registers and records are maintained.
- xi. To ensure indenting and stocking of sufficient spare parts for plant and machinery and other items of Stores to maintain continuity of supply.
- xii. To ensure required stock position of materials stored in the departmental Sub-Stores and report cases of loss of property due to theft, fire, civil commotions or any other reason as may be.
- xiii. To ensure to maintain an up-to-date inventory of plant, machinery and Capital/ dead stock items.
- xiv. To ensure to maintain staff records and deal with other matters connected with the staff of the department.
- xv. To He shall ensure to collect, maintain and submit to the appropriate authorities' statistical and other information of department as and when required.

- xvi. To procure administrative and other appropriate sanctions for jobs to be carried out for outside parties and initiate actions for preparing outdoor bills etc. in respect of the same.
- xvii. To constantly keep under review all activities of the department and introduce with the approval of the appropriate authorities, whenever necessary, such changes – technical procedural or otherwise – that will improve the efficiency of the department.
- xviii. To submit detailed reports of all major interruptions of supply of serious nature or any breakdown of plant or equipment or any other major changes in the System.
- xix. He shall be responsible for preparation of annual budget estimates of Capital and Revenue Expenditure and annual report of the department.
- xx. To write Annual Confidential Report (ACR) of the subordinate officers.

2.2.2 Superintendent / Assistant Engineers:-

- i. To assist the Divisional Engineer in the discharge of their duties.
- ii. They shall incharge of respective section are responsible for smooth functioning of day to day activities.
- iii. To prepare and execute detailed program of operation, maintenance and testing of plant, machinery, cables and other equipment entrusted to the department.
- iv. To personally inspect and supervise all important works in progress and shall ensure testing of newly installed equipment before commissioning.
- v. They shall be responsible for restoration of supply.
- vi. To see that records of loads and voltages at substations, receiving stations and of distributors are maintained.
- vii. To report cases of overloads and take appropriate actions for relief. They shall be responsible for maintaining up-to-date maintenance registers, operating instructions of different receiving stations and substations, maps, diagrams, layouts etc.
- viii. To plan and arrange to indent or recoup spares and materials required in the day to day running of the department.
- ix. To maintain discipline and efficiency in all sections and staff under them, investigate reports of irregularities by staff and make suitable reports and recommendations to the Divisional Engineers.
- x. To ensure to localize and rectify faults of underground cables.
- xi. To submit reports of faults to the Divisional Engineer.
- xii. To allocate and direct appropriate staff to carry out particular day to day assignments in the execution of above duties.

- xiii. To suggest schemes or any other measure for improvement of the functioning of the department.
- xiv. To ensure that the operating instructions issued in the Electricity Safety Code and other departmental instructions are properly understood and followed by the staff working under them while carrying out works on live or dead equipments.
- xv. To ensure that the requirements of Indian Electricity Act and Rules and also any other statutory provisions applicable as far as their duties and operations are concerned adhered to.
- xvi. To ensure updating of consumer indexing, asset management data and various maintenance modules commissioned under IT project.
- xvii. To ensure proper training is imparted to their subordinates, trainee engineers, tradesman etc.
- xviii. The department having SHIMA section, they shall plan and execute conversion of existing SIMHA network to SIMHA 97 scheme to reduce frequent break down.
- xix. To write Annual Confidential Report (ACR) of the subordinate officers.
- xx. To ensure that records related with cable damage cases / OB memo are maintained properly and to follow up for recovery of outstanding charges.
- xxi. To ensure maintaining records related to JE bills, Reinstatement Charges ,and follow up with other Utilities like MCGM,MBPT ,Collector etc for the reconciliation of R.I Charges

3.0 **110 KV RECEIVING SUBSTATIONS MANNING AND MAINTENANCE SECTION:-**

3.1 **DUTIES AND RESPONSIBILITIES OF ASSISTANT ENGINEER (A/5):-**

The Receiving Sub Station Manning and Maintenance section is the first step of the Operation and Maintenance dept. as it's the first point of reception of power from our supplier i.e. Tata Power Company Limited. It comprises of various equipments viz. Power Transformer, Switchgear, Capacitor and Reactor. Also there are auxiliary equipments viz. Battery Bank and Battery Charger, Fire Fighting System, SCADA system, ABT system, etc.

Overall responsible for all manning & maintenance activities, pertaining to 110 kV RSS Receiving Substations.

- i. To prepare of routine maintenance schedule of RSS equipments like overhauling of switchgears, oil filtering, battery systems, etc.
- ii. To procure of minor spares for RSS R&M from Material Management Dept and from the market, if required.

- iii. To coordinate with Planning / Project Dept. for procurement of spares.
- iv. To coordinate / interact with Project Dept. for installation / replacement of old equipment / systems like Fire Fighting, Battery Charger, Battery Switchgear, etc.
- v. To coordinate with Civil Dept. for civil works (R&M) of our RSS.
- vi. To ensure the upkeep of the RSS.
- vii. To daily inspection of RSS premises.
- viii. To issue of Annual Maintenance Certificate for annual maintenance contract job. Also to issue Work Completion/ Performance Certificate for new/repairing job carried out.
- ix. To ensure proper manning of RSS premises round the clock by Sub-Engineer, Charge Engineer and Nawghany for control, monitoring and upkeep of RSS.
- x. To ensure the availability of monthly / annual peak loads of the RSS to Project Dept. for forward planning and load projections.
- xi. To coach and guide Charge Engineers / Sub-Engineers working with RSS in the course of their day-to-day working
- xii. To periodically inform management as regards to any major events at RSS specially major breakdown of equipments and off-supply.
- xiii. Subject to load condition, give clearances for outages to arrange for Tata's work or work pertaining to other departments like Construction, SP, O&M (South) in consultation with Superintendent H.V. Load.
- xiv. To inspect the various registers of RSS for the entire updation.
- xv. To show the RSS to the Visitors / VIPs.
- xvi. To maintain all equipment files.
- xvii. To verification / Certification of attendance of Sub-Engineers / Charge Engineers.
- xviii. To renew various Annual Maintenance Contracts (AMCs)'s for Fire Fighting equipment or OLTC overhauling.
- xix. To arrange for PWD inspection in case of addition/replacement of an equipment as well as routine annual inspection.

3.2 **DUTIES AND RESPONSIBILITIES OF DEPUTY ENGINEER (GG/VI):-**

He is overall responsible for all manning & maintenance activities, pertaining to 110kV Receiving Substations.

- i. To prepare routine maintenance schedule of 110kV RSS equipments like Overhauling of switchgears, transformer oil filtering, battery systems, etc.

- ii. To procure minor spares for 110kV RSS R&M from Material Management Dept and from market, if required.
- iii. To coordinate with Planning / Project Dept. for procurement of major spares.
- iv. To coordinate / interact with Project Dept. for installation / replacement of old equipment / systems like Fire Fighting, Battery Charger, Battery Switchgear, etc.
- v. To coordinate with Civil Dept. for civil works (R&M) of 110kV RSS.
- vi. To ensure the upkeep of the 110kV RSS.
- vii. To carry out overall periodic inspection of 110kV RSS premises.
- viii. To prepare Annual Maintenance Certificate / Work Completion Certificate / Performance Report for annual maintenance contracts / new and replaced equipments.
- ix. To ensure proper manning of 110kV RSS round the clock by Sub-Engineer, Charge Engineer and Nawghany.
- x. To prepare monthly / annual peak loads report of the 110kV RSS and send to Project Dept. for future planning and load projections.
- xi. To guide Charge Engineers / Sub-Engineers working at 110kV RSS, in the course of their day-to-day working
- xii. To inform superiors regarding any major event at 110kV RSS, major breakdown of equipments and off-supply.
- xiii. To monitor updation of history book / various registers of 110kV RSS.
- xiv. To maintain and update data for Asset Management Program.
- xv. To monitor SCADA and ABT systems & report its performance and breakdown, if any.
- xvi. To maintain data of all tools / equipments.
- xvii. To certify attendance files of Sub-Engineers / Charge Engineers.

3.3 DUTIES AND RESPONSIBILITIES OF SUB-ENGINEER (GG/V) :-

Sub-Engineer of 110 kV Receiving Substation shall be responsible for Manning and monitoring of 110 kV Receiving Substations in shift duty –

- i. Manning and monitoring 110 kV Receiving Substations in shift duty.
- ii. To ensure upkeep of 110 kV Receiving Substations.
- iii. Periodically monitor the loads of 110 KV transformers, feeders and temperature of the transformers and ensure that 110 KV transformers / cables do not carry over load.
- iv. To inspect daily, oil level in transformer, oil leakage from equipment and checking of Buchholz Relay for gas trap.

- v. To check Daily voltage and specific gravity reading of pilot battery cells daily. To carry out periodic discharging and charging of Battery Cells.
- vi. To inspect each and every equipment for any abnormality and report thereof to Maintenance section / Project Dept. etc. whenever required.
- vii. To report any abnormality like tripping, alarms, fire, etc. to System Control / Senior Officers.
- viii. Periodically inspect the complete 110 KV Receiving Substations premises, as well as all the equipments for any abnormality.
- ix. To carry out SW/IN, SW/OUT operations of 110 KV Transformer / feeder breakers or to isolate the same as per instructions of System/Supervisory Control or Fault Engineer during tripping and outages.
- x. To guide / monitor the routine / breakdown maintenance gangs in all possible way.
- xi. To maintain proper records / diaries of –
 - Attendance of Staff & Officers and reporting of absenteeism.
 - Visitors' diary and telephone diary.
 - Daily Peak Load Register.
 - Daily Attendance Register.
 - Hourly Load Register.
 - Hourly Tata's Energy Meter Reading Register.
 - 33 KV Local SCADA Event Register.
 - 110 KV Disturbance Event Recorder Register.
 - Battery Charger Reading Register.
 - Pilot Cylinder Pressure Reading Register (AFF System).
 - Battery Reading Register.
 - Station Diary.
 - R&M Diary.
 - Inventory Register.
 - History Register.
 - Energy Meter Reading.
 - Maintenance / Storing of technical data manuals and registers available in hard and soft copies.
 - Up keeping of Air Condition system & their regular maintenance.
 - Attending to complaints regarding receiving sub stations building like water leakage, water storage & its maintenance.

- xii. To confirm loads obtained with that of SCADA System wherever feasible and transform it into MVA & MW parameter.
- xiii. To ensure proper labels are provided on switch gears.
- xiv. To submit fortnight reports on load conditions, battery readings (Voltage & Specific Gravity) and monthly energy meter readings.
- xv. To direct the 110 KV Receiving Substations Nawghany for proper upkeep and also to guide him on the safety standard requirements.
- xvi. Periodically monitor gas and air pressure in the switch gears for required level and take appropriate action for maintaining the same.
- xvii. To supervise the work of cleaning of 110 KV Receiving Substations in the vicinity of live parts. Also to supervise the cleaning of equipments like GIS Switch Gears, Control Panels, etc.
- xviii. To supervise the work of oil filtration of 100 MVA / 45 MVA Transformers and taking oil samples periodically for testing.
- xix. In case of accident in the 110/33/22 KV Receiving Substations caused to anyone to give first-aid to the affected person and inform System/ Supervisory Control and higher authorities. Then make arrangement to take the injured person to nearest hospital. Then to prepare "First Information Report" for higher authorities and PWD Accident inspector.
- xx. To ensure filing of day-to-day papers in the respective files.
- xxi. To arrange for booking of Fitter Gang, Material & Tools for R&M activities of Receiving Station equipments for routine and maintenance work.
- xxii. To prepare and submit MIS Report.
- xxiii. To initiate Purchase Forms for purchase of material / calibration and repairing of the instruments.
- xxiv. Renewal of various Annual Maintenance Contracts (AMCs)'s for Fire Fighting equipments or OLTC overhauling.
- xxv. To initiate Purchase Forms for outsourcing specific technical jobs.
- xxvi. To implement required security measures for the electrical equipments and for the RSS premises as per prevailing rules / regulations and as per instruction of management from time to time.
- xxvii. To check and sign / counter sign all documents, leave forms, etc. initiated at RSS level. To recommend / forward leave forms, RSS documents to Deputy Engineer.
- xxviii. Data entry and retrieval of data on computer.

- xxix. To coordinate periodic maintenance of Section's Office, 110kV RSS Computers and engineering system computer along with its accessories (viz. monitor, CPU, printer, etc.)

3.4 DUTIES AND RESPONSIBILITIES OF CHARGE ENGINEER (T-8):-

- i. To monitor Receiving Substations in shift duty.
- ii. To ensure upkeep and cleanliness of Receiving Substations.
- iii. Periodically monitor the loads of transformers, feeders and temperature of the transformers and ensure that transformer / cables do not carry over load.
- iv. Daily inspection of oil level in transformer and oil filled reactors. Checking of Buchholz Relay for gas trap and oil leakage from equipment.
- v. Daily voltage and specific gravity reading of pilot battery cells. Periodic discharging and charging of Battery Cells.
- vi. Inspection of each and every equipment for any abnormality and report thereof to Maintenance Section / Project Dept., etc. whenever required.
- vii. Switching In / Out of capacitors as per observations of power factor.
- viii. To report any abnormality like tripping, alarms, fire, etc. to System/Supervisory Control / Senior Officers.
- ix. Periodically inspect the complete 110 KV Receiving Substations premises as well as all the equipments for any abnormality.
- x. To SW/IN, SW/Out operations of Transformers / feeder breakers or isolate the same as per instruction of System/ Supervisory Control or Fault Engineer during tripping and outages.
- xi. Assist the routine / breakdown maintenance gangs in all possible way.
- xii. Maintaining proper records / diaries of –
 - Compressor monitoring, taking reading and manually change-over of compressor.
 - Roster / Attendance of Nawghanies & C/Ls and reporting of absenteeism.
 - Hourly load, temperature readings and battery reading.
 - Visitors diary and telephone diary.
 - Energy meter reading.
 - Material and oil drums stored in the RSS premises.
- xiii. Confirm loads obtained with that of SCADA system wherever feasible and transform it into MVA, MW parameters.
- xiv. Ensure proper labels are provided on switch gears.

- xv. To submit fortnight reports on load conditions, battery readings (Voltage & Specific Gravity) and, monthly energy meter readings.
- xvi. To direct the Receiving Substations Nawghany for proper upkeep and also to guide him on the safety standard requirements.
- xvii. Supervise the work of cleaning of Receiving Substations in the vicinity of live parts. Also supervise the cleaning of equipments like capacitors after ensuring that they are not live.
- xviii. Supervise the work of oil filtration and taking oil samples periodically for testing.
- xix. In case of accidents in the Receiving Substations caused to other staff, give first-aid and make arrangement to take the affected staff to hospital and report to Accident Inspector and Higher authorities.
- xx. Supervise the maintenance work of fire fighting equipments, whenever maintenance is carried out through departmental staff or AMC contractor.
- xxi. To arrange for tools, equipment and material for routine / breakdown maintenance work.
- xxii. Implementation of required security measures for the electrical equipment and RSS premises as per prevailing rules / regulations and as per instruction of management from time to time.
- xxiii. Periodically monitor gas and air pressure in the switch gears for required level. Take appropriate action for maintaining the same.
- xxiv. Checking and signing / counter signing all documents, leave forms, etc. initiated at RSS level.
- xxv. Data entry and retrieval of data on computer.
- xxvi. Coordinating periodic maintenance of Section's Office Computers and engineering system computer along with its accessories (viz. monitor, CPU, printer, etc.)

3.5 **NAWGHANY (MANNING) T1:-**

- i. To Upkeep of the Receiving Substations.
- ii. Sweeping / washing of floors of RSS, cleaning of RSS premises, Cleaning of walls, windows, furniture, phones and dead equipments.
- iii. Trimming of grass and trees. Watering of plants/ trees in the premises.
- iv. To remove dust from panels, battery charger and transformer (at the time of outages and under supervision of officer).
- v. To ensure adequate drinking water is available in cooler or pots in the RSS.
- vi. To attend door bells/ officer's call.
- vii. To assist fitter for maintenance job.

- viii. To arrange refreshment, snacks, meals, etc. for officers who are working in continuous shift duty, cleaning dining table, utensils, etc.
- ix. To carry tools and departmental correspondence, stationeries, etc. from RSS to RSS and to Head Office.
- x. To ensure that unauthorized persons are not allowed in the Receiving Substations.
- xi. To report respective System/Supervisory Control, any abnormalities like feeder tripping, occurrence of warning bell/alarm, fire smoke, etc.

4.0 33/22 KV RECEIVING SUB STATION MANNING AND MAINTENENCE SECTION:-

The section in-charge is Superintendent (A4). There are Deputy Engineers (GG-VI), Sub Engineers (GG-V) and Charge Engineers (P1/T8) to carry out day-to-day work. The routine as well as breakdown maintenance and manning work is done with help of Fitter (P1/T5) and Nawghany (P1/T1).

4.1 Following are the Preventive and Breakdown Maintenance activities carried out by this section-

4.1.1 Preventive Maintenance activities:-

- i. Overhauling of 33/22kV SF6 / VCB switchgear
- ii. Overhauling of 11/6.6KV SF6 / VCB switchgear
- iii. Filtering of oil in power transformer
- iv. Filtering of Oil in Reactor
- v. Overhauling of OLTC Gear of Power Transformer
- vi. Measuring Insulation Resistance of Power Transformer
- vii. Cleaning of 33 / 11 / 6.6 kV Busbar
- viii. Overhauling of Conservator
- ix. Testing of earth plate resistance
- x. Overhauling of crane / chain pulley block
- xi. Maintaining Breather
- xii. Taking oil samples for testing
- xiii. Testing of oil samples
- xiv. Cleaning & Greasing of OLTC Gear
- xv. Maintaining Automatic Firefighting equipment
- xvi. Cleaning & inspecting HV Capacitor
- xvii. Cleaning & Inspecting Dry type Reactor

- xviii. Maintaining Battery Charger
- xix. Running Distilled Water Plant (by Central South zone only)

4.1.2 Breakdown Maintenance & Complaints:-

- i. Attending to complaints of Control / Alarm / Indication circuits
- ii. Attending to complaints of Switchgear
- iii. Attending to complaints of OLTC Gear
- iv. Attending to complaints of Capacitor
- v. Attending to complaints of Battery charger
- vi. Attending to major breakdowns such as Flash-over, Fire, Damage to Equipment etc.
- vii. Attending to complaints of Busbar, Current Transformer and Potential Transformer etc.
- viii. Attending to breakdown of Filter Machine
- ix. Removing taping from cable ends for testing purpose
- x. Taping cable ends after testing
- xi. Filtering of oil from OLTC gear
- xii. Pumping out water from sump well and cable trench

4.2 OFFICERS / STAFF OF THE RSS SECTION:-

4.2.1 Duties and Responsibilities of Deputy Engineer (G/GVI):-

- i. To prepare monthly roster for RSS manning of Charge Engineer / Nawghanies.
- ii. To prepare routine maintenance schedule of RSS equipment (monthly / annual).
- iii. To arrange to collect materials from Kussara Stores.
- iv. To maintain inventory of spares and initiate procurement of the same.
- v. To make proper entry into e-job sheet program. Also to monitor attendance of staff at RSS and report for prolonged absenteeism.
- vi. To maintain records and clear leave forms, L.T.A., Encashment forms, etc.
- vii. To compile the basic data for monthly peak loads from all the RSS.
- viii. To carry out periodic inspection of RSS (includes inspection of individual equipment).
- ix. To take up breakdown maintenance activities viz. Battery charger complaint, OLTC, Primary / Secondary breaker, Bus section complaints, D.C. leakage complaints, etc.
- x. To coordinate manpower / material to carry out breakdown maintenance.
- xi. To prepare monthly statements on Field Duty Allowance, Hazardous Allowance, Sunday working, Holiday Working, energy consumption, MIS of RSS, OT statements, Compensatory Allowance statements, etc.

- xii. To supervise and guide Sub Engineers, Fitter gangs and all other staff working under them in course of their day to day working.
- xiii. To assist the Supdt. In-charge of RSS for all information, data etc. in regards to RSS manning & maintenance as well as for preparing various proposals and obtaining Management Sanction for procurement of various spare parts required for maintenance of RSS equipment.
- xiv. To prepare annual / monthly maintenance certificates.
- xv. To coordinate with Fault Engineers / System Controller as regards outages of transformers, switch gears at RSS.
- xvi. To report abnormalities in the RSS equipments / systems immediately to System Control/ Supervisory control and higher authorities.
- xvii. To prepare report for PWD Electrical Inspector and higher authority, in case of any fatal / non-fatal electrical accident.
- xviii. To maintain history books, data sheets and computerized data of RSS.
- xix. To maintain and update data for Asset Management Program.
- xx. To follow up with Civil Department for RSS civil work and complaints.
- xxi. To carry out tripping investigation along with System Protection Department personnel.
- xxii. To carry out testing of Power Transformer & other equipments for ascertaining its healthiness.
- xxiii. To carry out testing & maintain AFF systems of all RSS by fitter gang or by Annual Maintenance Contractor.
- xxiv. To monitor SCADA and ABT systems & report its performance.
- xxv. To enforce discipline amongst staff and Junior Officers.
- xxvi. To co-ordinate with the Electrical Inspector for annual inspection of RSS and specific inspection for new RSS and replacement of equipments.
- xxvii. To procure spare parts of equipments for R & M of RSS.
- xxviii. To liaison with various departments such as Civil, Project, Construction, System Protection, SCADA in view of various work and activities to be performed in RSS.
- xxix. To ensure the high morale of the staff working under him.

4.2.2 **Duties and Responsibilities of Sub Engineer (G/GV):-**

- i. To ensure daily routine maintenance activities.
- ii. To prepare gate passes, job requisitions and collect required material from departmental Sub-Store / RSS sub-store to the required RSS.

- iii. To ensure physical transportation of man/material to work places.
- iv. To ensure proper scheduling of work (beginning & ending)
- v. To ensure higher safety standards at work places.
- vi. To issue tokens in lieu of permit to workers for maintenance activities.
- vii. To adhere to safety norms while working on live equipments
- viii. To prohibit other staff from entering in the vicinity of live parts.
- ix. To ensure that other equipments / network is not tampered / mal operated.
- x. To report abnormalities in the RSS equipments / systems immediately to the respective System/Supervisory Control and higher authorities.
- xi. To allocate work to staff and maintain proper job sheet of work carried out, including justification of O.T. Etc.
- xii. To assist the Deputy Engineer in the course of all report preparation, after preventive & breakdown maintenance.
- xiii. To ensure safe return of spares, tools and equipment from work place to sub-store.
- xiv. To make necessary entry of all jobs carried out in daily register and respective data books.
- xv. To collect material from Kussara stores department as and when required.
- xvi. To direct and supervise the job carried out by the fitter gang.
- xvii. To keep himself conversant with all types of plant, machinery and equipment in the RSS.
- xviii. To maintain up-to-date control panel wiring diagrams.
- xix. To keep him conversant with all the relevant provisions of the Electricity Act, 2003; Indian Electricity Rules, 2005 and MERC regulations.

4.2.3 **Duties and Responsibilities of Charge Engineer (T8):-**

- i. To monitor RSS equipments as well as premises.
- ii. To ensure upkeep of RSS.
- iii. To monitor and record the loads of transformers, feeders and temperature of the transformers periodically; and to ensure that transformer / cables are not overloaded.
- iv. To carry out daily inspection of oil level in transformers and oil filled reactors.
- v. To check Buchholz Relay for gas trap and Pressure Release Device.
- vi. To check voltage and Specific Gravity of pilot battery cells.
- vii. To inspect each and every equipment for abnormality.
- viii. To Switch In / Switch Off capacitors to maintain unity power factor.

to take the affected staff to hospital. To submit First Information Report to higher authorities.

- xxv. To maintain First Aid box.
- xxvi. To arrange for necessary material & stationery from sub-stores.
- xxvii. To report building complaints to Civil department and follow up.
- xxviii. To prohibit entry to any person without proper RSS entry pass, in the RSS premises.
- xxix. To guide the consumers that approach with off-supply complaints or other grievances towards proper offices / contact numbers.

4.2.4 **Fitter (T5):-**

- i. To maintain & update tool box.
- ii. To be able to dismantle and reassemble all RSS equipments like switchgear, transformer top plate, OLTC gear, Bus bar in minimum possible time.
- iii. To be conversant with distribution network.
- iv. To be highly conscious of safety standards and to keep vigil to ensure safety of persons or staff working under him in the vicinity of live equipments.
- v. To carry out jobs as directed by Deputy Engineer/ Sub-Engineer / Charge Engineer.
- vi. To allocate work properly to sub-ordinate Nawghanies.
- vii. To be conversant with the mechanism work of special equipment like OLTC.
- viii. To be able to salvage useful components from damaged / scrapped equipment.
- ix. To attend defect in filter machine.
- x. To remove taping from cable end for testing.
- xi. To tape-up cable ends after testing.
- xii. To carry out overhauling of switchgears, OLTC and other equipments of RSS.
- xiii. To replace defective parts of RSS equipments in case of breakdown.
- xiv. To carry out preventive maintenance activities of all RSS equipments.
- xv. To provide/ remove monsoon protection on RSS equipments.
- xvi. To carry out minor wiring jobs.
- xvii. To carry out inspection of stores material.
- xviii. To supervise transportation of oil drums and materials.
- xix. To carry out fabrication job.
- xx. To assist Sub Engr. /Dy. Engr. for testing of RSS equipments like Transformer ,Switchgears earthing etc.
- xxi. To carry out maintenance of automatic firefighting system of RSS.

- ix. To report any abnormality like tripping, alarms fire etc. immediately to the respective System/Supervisory Control / senior officers.
- x. Periodically inspecting the complete RSS premises as well as all the equipments for any abnormality.
- xi. To carry out daily inspection to locate the water leakages, loose plaster, etc. in monsoon season. If such abnormality is observed then protect the equipments by suitable covering and report /follow-up with Civil dept.
- xii. To monitor air conditioning system for smooth functioning, if any defect observed report and follow-up with CAS dept.
- xiii. To check Standby service periodically.
- xiv. To carry out SW/IN, SW/OUT operations of transformer / feeder breakers or isolate the same as per instruction of respective System/Supervisory control or fault engineer during tripping and outages.
- xv. To assist Deputy Engineer / Sub Engineer in day-to-day work as well as in breakdown maintenance of RSS equipments.
- xvi. To assist the routine / breakdown maintenance gangs in all possible ways.
- xvii. To maintain proper records / diaries of attendance of Charge Engineers, roaster / attendance of Nawghanies, hourly load, temperature readings, battery reading, visitors' diary and telephone diary, energy meter reading, feeder tripping register, SCADA complaint, equipment Maintenance record & OT register.
- xviii. To ensure proper IN / OUT / DANGER labels are provided on Switch Gears.
- xix. To submit fortnightly reports of peak load, battery readings (Voltage & Specific Gravity), ABT meter reading and monthly reading of RSS energy meter.
- xx. To direct the RSS Nawghany for proper upkeep and also guide him on the safety standard requirement.
- xxi. To supervise the work of cleaning of receiving stations in the vicinity of live parts, also supervise the cleaning of equipments like capacitors after ensuring that they are made dead and discharged properly.
- xxii. To supervise the work of oil filtration of Power Transformer / Reactor and take oil samples periodically for testing.
- xxiii. To store the spares neatly and safely.
- xxiv. In case of accidents in the RSS, give first aid to the affected person. Inform the incidence to the respective System Control and Superior officers. To make arrangement

- xxii. To carry necessary tools and equipments such as Megger, Multimeter, fitter tool bag, OLTC Overhauling material, transformer testing kit with the help of nawghanies to various RSS as and when required.

4.2.5 Motor Vehicle Driver (P2/G3):-

- i. To check the vehicle allotted to him for fitness, diesel, proper air pressure in tyres and moderate cleaning of the vehicle.
- ii. To top up fuel on proper time.
- iii. To make proper entry in trip (log) book and get it attested by concerned officers.
- iv. To drive swiftly but safely to the desired destination via most suitable route and / or as instructed by the concerned officer.
- v. To take utmost care of vehicle, passengers, pedestrians and ongoing vehicles; also ensure to achieve greater mileage.
- vi. To communicate on VHF system when concerned officer / staff is not present in the vehicle.
- vii. To keep an eye on tools / spares / stationery in the vehicle when concerned officer / staff is not present in the vehicle.

4.2.6 Mali (T2):-

- i. To look after all the gardening activities at RSS premises.
- ii. To keep all plants / trees in healthy and beautiful condition.
- iii. To look after timely watering and to manure the plants / trees.
- iv. To trim all trees properly to enhance their growth as well as beautification of the surrounding.
- v. To carry out pest controlling treatment for the trees in coordination with the gardening authority.
- vi. To cut off fallen / dead tree in coordination and with approval of the gardening authority.

4.2.7 Nawghany (T1):-

- i. To assist the fitter and perform work under his guidance.
- ii. To perform any manual labour incidental to departmental work, e.g. cleaning, dusting, washing, mopping, moving and lifting machine, machine parts, oil drums, etc.
- iii. To cut grass / trees and water plants / trees / earthing pits in the premises.
- iv. To dust-off panels, battery charger and transformer (at the time of outage).

- v. To ensure that adequate drinking water is available in cooler or pots in the RSS.
- vi. To keep the main entrance properly locked and attend to door bells.
- vii. To assist fitter for maintenance in his shift in other course of work.
- viii. To report all abnormalities to System Control in absence of Charge Engineer.
- ix. To procure refreshment / meals / snacks for the Officers who cannot leave the premises and thereafter clean dining table, utensils etc.
- x. To carry tools, departmental correspondence, stationery etc. as instructed by officers.
- xi. To prohibit entry to any person without proper RSS entry pass in the RSS premises.
- xii. To switch/in and switch/out RSS building and compound lights timely.
- xiii. When in shift duties, to give and take proper charge of the premises / equipments / tools spares / stationery as well as previous events of breakdown or abnormality to-and-from the reliever.

5.0 R&M OF DISTRIBUTION SUB STATION (DSS), STATIC -1 AND STATIC -2 :-

5.1 INTRODUCTION :-

Static section is playing vital part in O & M division for maintaining the DSS situated at different locations in Mumbai city.

Overall in charge of Static section is Superintendent (A4 Grade).

This Section is having two main parts viz. Static I and Static II sections.

Static I section looks after for cleaning and inspection of DSS and Static II section for Preventive and Breakdown maintenance of DSS equipments.

5.2 DUTIES AND RESPONSIBILITIES OF STATIC-I SECTION:-

Static-I Section in O & M Division is mainly concerned with substation building structure, inspection and maintenance (preventive) of substation and various equipments therein.

Major Activities of Static-I Section:

- i. Inspection of DSS and cleaning of DSS.
- ii. Checking of DSS earthing.
- iii. Checking of oil leakage in transformer.
- iv. Checking oil level in conservator
- v. Checking of switchgear and transformer stenciling.
- vi. Checking ventilation of DSS.
- vii. Inspection for encroachment in DSS.
- viii. Sampling and testing of transformer oil.

- ix. Painting of transformer and switchgears.
- x. Replacement of silica gel.
- xi. Asset Management Data of DSS.
- xii. Standby duty for Building Department work.

5.2.1 **Duties and Responsibilities of Dy. Engineer: -**

- i. To visit various distribution substations (DSS) for inspection.
- ii. To prepare daily work sheet showing work allotment of staff.
- iii. To take appointment and arrange site visit of Assistant Electrical Inspector (PWD) for annual inspection of DSS.
- iv. To arrange joint inspection along with Assistant Electrical Inspector (PWD), of newly commissioned and existing DSS where replacement of switch gear/ Transformer is carried out
- v. To maintain records of PWD inspection, fee amount, receipt payment, etc.
- vi. To arrange site visit and taking over of new substation from Building Department and handing over of substation to Erection Department for commissioning of equipments.
- vii. To inspect and follow-up of substation civil matters with Building Department and Planning(Network) Department, i.e. Remodeling of dilapidated substation and water leakage problems, etc.
- viii. To deal with party for NOC in various matters such as Remodeling, (Temporary Space approval from lessor) tree cutting, encroachment, renewal of lease agreement, etc.
- ix. To inspect and follow-up with MCGM Officers regarding tree cutting, remodeling and encroachment, etc.
- x. To draft and reply to departmental and party's letters.
- xi. To prepare Hazardous Allowance, Field Duty and Acting Allowances, monthly job sheet etc.
- xii. To inspect stores material.
- xiii. To Lodge police complaints in theft cases.
- xiv. To prepare MIS report.
- xv. To maintain and update data for Asset Management Program.
- xvi. To maintain various records such as new substation taken over, remodeling of DSS, tree cutting substation, encroachment etc.

5.2.2 Duties and Responsibilities of Charge Engineer:-

- i. To prepare daily work sheet showing work allotment of staff.
- ii. To supervise cleaning of DSS carried out by Nawghany.
- iii. To ensure safety of person's working inside the DSS.
- iv. To ensure all points from the check list are covered during DSS inspection
- v. To arrange dusting of LV Boards with the help of feather duster.
- vi. To carry out standby duty at DSS during repairs / civil work.
- vii. To report / lodge complaints to respective sections / departments, i. e. Building Dept, System Control, Pillar Maint, and Static-II.
- viii. To lodge police complaints in theft cases.
- ix. To keep records of daily in/out of store material.
- x. To arrange vehicles and Drivers for sectional activities.
- xi. To follow-up with party in case of NOC, encroachment, water leakage, etc.
- xii. To prepare individual monthly output report (MIS).
- xiii. To prepare daily work sheet showing work allotment of staff.
- xiv. To arrange sampling and testing of transformer oil.
- xv. To arrange silica gel replacement of transformer.
- xvi. To maintain various registers such as activity register, material register, building complaints register, detailed records of substation and various equipments therein.
- xvii. To inform System /Supervisory Control about any Switchgear in the DSS found 'OFF' without any label.
- xviii. To inform Static-II about Cable End and bus bar chattering, water leakage.
- xix. To inform Static-II about transformer oil leakage.
- xx. To inform concerned officers regarding minor / non fatal accident of staff, after giving him first aid.
- xxi. To inform concerned offices regarding major / fatal accident of staff and for treatment in the nearest hospital.
- xxii. To lodge and follow-up with police regarding theft complaints.
- xxiii. To arrange and remove scrap and other unwanted material from the DSS.
- xxiv. To inspect KLG DTR meter box installed in DSS

5.2.3 Fitter:-

- i. To take oil Sample and test the same.
- ii. To replace Silica gel of transformer.

- iii. To attend minor door and lock complaints of DSS.
- iv. To Oil doors, hinges and Locks of DSS.

5.2.4 Painter:-

- i. To paint transformers and switchgears in the DSS.
- ii. To stencil switchgears and transformers in the DSS.
- iii. To paint corroded doors /louvers of the DSS whenever required.

5.2.5 Wireman: -

- i. To attend Wiring and lighting complaints in the DSS.
- ii. To carry out new wiring in the existing DSS whenever required.
- iii. To replace old switchboard whenever required.
- iv. To arrange Electric supply for the work of building department related to DSS.

5.2.6 Motor Vehicle Driver (A/G-3):-

- i. To check the vehicle allotted to him for fitness, diesel, proper air pressure in tyres, moderate cleaning of the vehicle.
- ii. To top up fuel on proper time.
- iii. To make proper entry in trip book and get it attested by concerned officers.
- iv. To drive swiftly but safely to the desired destination via most suitable route and / or as instructed by the concerned officer.
- v. To take utmost care of vehicle, passengers, pedestrians and ongoing vehicles; also ensure to achieve greater mileage.
- vi. To communicate on VHF system when concerned officer / staff is not present in the vehicle.
- vii. To keep an eye on tools / spares / stationery in the vehicle when concerned officer / staff is not present in the vehicle.

5.2.7 Scavenger: -

- i. To carry out sweeping and cleaning of Toilets of all RSS and Office Building.
- ii. To carry out cleaning of DSS for removing of dead Animals and Rodents.

5.2.8 Nawghany : -

- i. To carry out all the labour work pertaining to cleaning, dusting, mopping,

- ii. To assist movement of tools and materials, etc.
- iii. To assist Fitter, Painter, Wireman, during their work.

5.3 **DISTRIBUTION SUB STATION MAINTENANCE (STATIC II) SECTION:-**

5.3.1 **Preventive and Breakdown Maintenance of Substations equipments:-**

5.3.1.1 **Preventive Maintenance:-**

- i. Overhauling of Switchgears OCB / VCB & RMU
- ii. HV Bus bar Cleaning
- iii. Transformer oil filtering
- iv. Overhauling Capacitors
- v. Monsoon Protection activities.
- vi. Oil Filtering machine maintenance
- vii. Attending to unequal load sharing of Transformer Tails
- viii. Conservator maintenance & overhauling
- ix. Topping oil in transformer
- x. Cleaning of Dry type Transformer
- xi. Transformer Oil Testing.
- xii. EP Test of substation

5.3.2 **Breakdown Maintenance and Complaints:-**

- i. Attending to major complaints of transformer such as fire, etc.
- ii. Attending to major complaints of switchgear such as low IR, fire, etc.
- iii. Attending to oil leakage from LV/ HV dividing box bushing of transformer
- iv. Minor repair work of transformer
- v. Attending to wiring complaints of switchgears.
- vi. To carry out tripping investigation of Feeders/Transformers of DSS
- vii. Testing of transformer to check healthiness.
- viii. Attending to the complaints of Capacitors such as SFU burnt, bank faulty, busbar burnt etc.
- ix. Attending to complaints of Oil filter machine.
- x. Attending to the complaints of SFU at service position in case of emergency.
- xi. Attending to the breakers / Cradles Flashovers

5.3.3 **Sundry Activities:-**

- i. Reconditioning of CT, Spouts, Busbars, contacts etc.
- ii. Arranging store material fortnightly from Kussara Main Stores.
- iii. Maintain sub store.
- iv. Inspection of substation for specific complaints of transformer, switchgear etc.
- v. Reconditioning of VCB Breakers / Cradles.
- vi. Filtration of used OLTC oil for use in OCB.
- vii. Collection of Material from Anik Scrap Yard
- viii. Painting of CT / Spout / Insulators / Cradles.

5.4 **Duties and Responsibility:-**

5.4.1 **Deputy Engineer:-**

- i. To prepare and execute detailed schedule programme of preventive maintenance of dss equipments.
- ii. To schedule and execute all types of breakdown maintenance of substation equipments.
- iii. To inspect and supervise all important preventive and breakdown maintenance work in progress.
- iv. To allocate and direct appropriate staff to carry out particular day to day jobs of preventive and breakdown maintenance etc.
- v. To arrange indent or recoup stores material, tools, spare parts of various dss equipment's required in the day to day running of the section.
- vi. To submit detailed reports of all major breakdowns of equipments.
- vii. To maintain up to date inventory of substation equipment's and items of dead stock and tools.
- viii. To maintain and submit statistical, preventive and breakdown maintenance data and information regarding the section as may be necessary from time to time.
- ix. To prepare and submit monthly MIS report of Static II & I section. Also prepare annual administrative report and incentive allowance statements etc.
- x. To arrange for necessary shutdowns of the substation equipment for maintenance purpose.
- xi. To prepare roaster of officers and staff and to make necessary arrangement against the leave and absence in all shifts.
- xii. To guide the Charge Engineer whenever required in case of breakdown or any difficulties.

- xiii. To maintain various registers and records such as attendance register, overtime register, meal allowance, booking register, inventory register.
- xiv. To check and certify punch cards, leave forms, various allowances statement.
- xv. To update DSS equipments details in the Vidushi i.e. Asset Management Module..
- xvi. To write interdepartmental letter regarding work, shortage of material, staff report etc.
- xvii. To prepare the proposals for procurement of various tools equipments etc.
- xviii. To assist the section in charge (Superintendent).
- xix. To inspect the various material / equipments/Tools etc.
- xx. To give Proper instructions of safety precautions to be taken while carrying out the work in Distribution substations.

5.4.2 Duties and Responsibilities of Charge Engineer:-

- i. To supervise work of routine and breakdown maintenance of Distribution substation equipments such as transformers, switchgears, capacitors and oil filtering machine.
- ii. To supervise oil filtering machine towing by vehicle, transformer oil filtering jobs on sites.
- iii. To carry out oil sample testing.
- iv. To supervise various sundry jobs such as monsoon protection, inspection of Distribution substation, arranging and inspection of store material, reconditioning of CT / Spout and various spare parts of sub-store.
- v. To ensure the safety of persons working inside substation, in the vicinity of live HV equipments.
- vi. To carry out switching ON/ OFF operations on transformer, feeder, breaker, equipment and isolate the same as and when required as per instructions of Fault Engineer.
- vii. To give first aid in case of accident to staff and make arrangement to take the injured staff to the hospital and report to higher authorities.
- viii. To maintain the daily activity register / book regarding the work carried out.
- ix. To check and certify punch cards of the staff and recommend leave forms of the staff.
- x. To prepare the daily work sheet showing the work allocation of the staff.
- xi. To lodge the message in System Control for further necessary actions, after completion of work.
- xii. To ensure permit to work system before starting the work.
- xiii. To supervise and check attendance and guide outdoor staff such as fitter, driver Nawghanies etc.
- xiv. To write requisition, credit notes, work requisition for material and tools.

- xv. To maintain various registers such as attendance, booking, overtime, meal allowance, shift duty allowance, field duty and hazardous allowance check and certify.
- xvi. To ensure that the operating instructions issued in the electricity safety code and other departmental instructions are properly understood and followed by the staff under them while carrying out works on live or dead equipment.

5.4.3 **Fitter:-**

- i. To carry out routine preventive and breakdown maintenance of all equipment's in DSS, i.e. transformer, switchgear, capacitor, earthing etc under the guidance of Charge Engineer.
- ii. To carry out filtering of transformer oil , in DSS and in plant, repairing and maintenance of oil filter machine under the guidance of Charge Engineer.
- iii. To carry out operation and maintenance of machine , tools , equipment's used for the purpose of DSS equipment's maintenance.
- iv. To carry out all types of fitting job and sundry jobs in the sub store.
- v. To carry out alterations, attend wiring complaints of DSS equipment and DSS building wiring.
- vi. To carry out wiring and attend wiring complaints of heating lamp and heaters provided for monsoon protection.
- vii. To carry out monsoon protection for the DSS equipments.
- viii. To supervise the work of Nawghanies.
- ix. To keep vigil to ensure safety of persons working under him in the vicinity of live equipment.

5.4.4 **Assistant Fitter:**

- i. To carry out routine preventive and breakdown maintenance of conservator, capacitor, earthing etc under the guidance of supervisor.
- ii. To carry out filtering of transformer oil, in DSS / in plant and repairing and maintenance of oil filter machine under the guidance of supervisor.
- iii. To carry out operation and maintenance of machine , tools , equipments used for the purpose of substation equipments' maintenance.
- iv. To carry out all types of fitting job and sundry jobs in the sub store.
- v. To carry out alterations, attend wiring complaints of DSS equipment and DSS building wiring.

- vi. To carry out wiring and attend wiring complaints of heating lamp and heaters provided for monsoon protection.
- vii. To carry out monsoon protection for the substation equipments.
- viii. To supervise the work of Nawghanies.
- ix. To keep vigil to ensure safety of persons working under him in the vicinity of live equipment.

5.4.5 Motor Vehicle Driver:-

- i. To check the vehicle allotted to him for fitness, diesel, proper air pressure in tyres, moderate cleaning of the vehicle.
- ii. To top up fuel on proper time.
- iii. To make proper entry in trip book and get it attested by concerned officers.
- iv. To drive swiftly but safely to the desired destination via most suitable route and / or as instructed by the concerned officer.
- v. To take utmost care of vehicle, passengers, pedestrians and ongoing vehicles; also ensure to achieve greater mileage.
- vi. To communicate on VHF system when concerned officer / staff is not present in the vehicle.
- vii. To keep an eye on tools / spares / stationery in the vehicle when concerned officer / staff is not present in the vehicle.

5.4.6 Nawghany :-

- i. To carry out all the labour work pertaining to cleaning, dusting, mopping, movement of tools and materials, etc.
- ii. To assist Fitter during his work.
- iii. To carry out minor finishing work as polishing, painting, etc.

6.0 PERMANENT REPAIRS OF CABLE:-

The function of Permanent Repairs Section is mainly of breakdown maintenance nature. The section keeps the EHV, HV and LV cable network healthy by repairing underground cable faults and faulty cable terminations.

The duties and responsibilities of Dy. Engineer and other staff downwards are given below:-

6.1 **DEPUTY ENGINEER (G/GVI):-**

- i. To arrange & control the total manpower of permanent repairs section.
- ii. Overall supervision of repairing of E.H.V. / H.V. / L.V .cable faults.
- iii. To assist Superintendent, incharge of the section in case of major breakdown & scheme jobs.
- iv. To deal with other utilities like MCGM, MbPT, MMRDA, MHADA, Railway, Traffic Police etc. regarding excavation permission & reinstatement work.
- v. To sanction the leave forms/LTA of staff, incentive bonus, field duty allowance, excavation allowance & OT.
- vi. To Maintain all the vehicles of the section & take necessary precaution regarding servicing, RTO passing & necessary repairs whenever necessary.
- vii. To give suggestions to prepare necessary schemes in case such as (i) more no. of services on the distributor (ii) cable running across the road / middle of the road / cable very deep.
- viii. Scheduling & executing special jobs on Sundays, holidays, night shifts in cases like fault on busy road, across road/middle of the road/ network conditions.
- ix. To drive Undertaking's light vehicle, whenever necessary.
- x. To write inter departmental letters regarding excavation of work, shortage of material & staff etc.
- xi. To prepare Statistical Annual report for the section.
- xii. To check the bills prepared for damage of cables, transport contractor and debris contractor.
- xiii. To ensure availability of materials at Sub-stores.
- xiv. To enter and update data's for Asset Management.
- xv. To carry out EHV & HV phasing whenever required.
- xvi. To maintain records related with cable damage cases and to follow up with all utilities/ private agencies for recovery cable damage charges.
- xvii. To maintain records related to JE bills, Reinstatement Charges and follow up with other Utilities like MCGM,MBPT ,Collector etc for the reconciliation of R.I Charges

6.2 **SUB ENGINEER G/GV :-**

- i. To arrange & transport the jointing material for isolation/ permanent repairs jobs on various cable fault sites.

- ii. To deal with MCGM/Traffic Police/BPT/Railway authorities for excavation permission as well as reinstatement of cable fault sites after completion of jobs.
- iii. To supervise all the jobs carried out by the section daily.
- iv. To carry out L.V. network changes on the site at the time of permanent repairs job whenever necessary.
- v. To recommend & sanction the leave forms of the staff.
- vi. To drive the Undertaking's light vehicle whenever necessary.
- vii. To prepare MIS report, incentive bonus statement, excavation allowance, field duty statements.
- viii. To inspect & maintain the tools.
- ix. To prepare bills for repairing damaged cables, transport contractor and debris contractor.
- x. To arrange Transport contractor for transporting scrap material to Oshiwara Scrap Yard, also to book Security Guard.
- xi. To open and close location code for every job
- xii. To assist Deputy Engineer in maintaining records related with cable damage cases and to follow up with all utilities/ private agencies for recovery cable damage charges.
- xiii. To assist Deputy Engineer in maintaining records related to JE bills, Reinstatement Charges, and follow up with other Utilities like MCGM, MBPT, Collector etc for the reconciliation of R.I Charges.

6.3 CHARGE ENGINEER T8:-

- i. To book the staff for isolation & permanent repairs of cable faults.
- ii. To prepare daily worksheet.
- iii. Site supervision of EHV, HV and LV cable fault isolation & permanent repairs job.
- iv. To maintain location code book.
- v. To book the draughtsman on the different sites of cable jointing in order to update the records of the Planning Department.
- vi. Driving the Undertaking's vehicles whenever necessary.
- vii. To take the attendance of staff posted on job.
- viii. Utilization of proper manpower.
- ix. To minimize the off supply to the other consumers during permanent repairs of cable faults.

- x. Writing of attendance of staff / job-sheet of casual labourers /OT of staff in the OT register/departamental letters/gate-pass, requisitions and credit notes.
- xi. Before starting the job, intimate concern MCGM ward, by sending work intimation notice & to forward the reinstatement notices to them after completion of job by taking exact measurements of the excavated place.
- xii. Giving message to the respective Control, regarding progress of each & every job.
- xiii. To arrange first aid to the injured person & to take him to the hospital whenever necessary.
- xiv. Effective utilization of manpower.
- xv. To assist "A" and "B" grade officers in maintaining records related with cable damage cases and to follow up with all utilities/ private agencies for recovery cable damage charges.
- xvi. To assist "A" and "B" Grade officers in maintaining records related to JE bills, Reinstatement Charges ,and follow up with other Utilities like MCGM,MBPT ,Collector etc for the reconciliation of R.I Charges.

6.4 **SENIOR JOINTER T6:-**

- i. Supervise all the jobs carried out by T-5 Joints.
- ii. To carry out the jointing/ termination of EHV (22kV & 33kV) cable in case of cable faults / newly laid cables.
- iii. To guide Nawghanies to prepare jointing pits.

6.5 **JOINTER T5:-**

- i. To isolate the cable fault by cutting the cables in case of faults & restore the supply by temporary looping over/temporary pot heading.
- ii. To carry out the jointing work of L.V., HV cables in case of cable faults as well as newly laid cables.
- iii. To assist Sr. Joints in case of EHV cable jointing.
- iv. To temporary pothead live LV cables.
- v. To seal dead LV cables.
- vi. To make L.V. gland/sealing end as well as HV terminations.
- vii. To carry out de-compounding work of HV & LV dividing boxes of transformers & switchgears etc.
- viii. To test the cables after isolation of faults as well as after permanent repairs of faults.

- ix. To put in & remove fuses & links in the live ADP, LVB etc.
- x. To remove the temporary supply after permanent repairs of the cable faults.
- xi. To fix/replace L.V. cut-out, cut-out boards.
- xii. To supervise the work of Nawghanies working under him.
- xiii. To check the various tools and material in Jointer Kit everyday to ensure that it is in order.

6.6 **JOINTER MATE T4:-**

- i. To Help jointer in jointing work, such as cutting armour, fixing cutout board, taping, Cleaning tools, giving proper tools, preparing tape bobbins, etc.
- ii. To Pour cable compound / epoxy compound in the joint boxes.
- iii. To Replace phase cutouts and neutral links.
- iv. To Cut and seal dead L.V. / H.V./E.H.V. cables.
- v. To remake the gland.
- vi. To isolate the LV cable faults.
- vii. To cut the cable from drum and seal properly.
- viii. To assist Jointer in checking tools and materials in jointing tool box.

6.7 **MASON:-**

- i. To Lay and align the concrete/PVC pipes and seal the joints.
- ii. To Plaster and repair drainage arches.
- iii. To Replace the flooring (polished and glass type) and reproduce the motifs on the walls damaged during excavation work.
- iv. To Construct manholes along pipelines for inspection and cable pulling.
- v. To Fix rag-bolts in ceilings and walls for cable-cleats, cutout boards, etc.

6.8 **MUCCADAM:-**

- i. To Take attendance of men working under him;
- ii. To Read out plan only in case of minor work and mark area for excavating cable trenches.
- iii. To Signal gang-men so as to ensure that all the men pull cable simultaneously.
- iv. To ensure that obstruction to pedestrians and vehicular traffic is kept to the minimum by proper piling and stacking of debris and by providing suitable crossings across the trenches.

- v. To While excavating the road, arrange to keep caution boards for guidance of traffic.
- vi. To Supervise a gang of Nawghanies working on excavation and cable laying of minor schemes, such as laying of EHV, H.V.L.V. cables, etc.
- vii. To take care of other utilities like MTNL / Tata's cable, water / sewage pipes, Mahanagar Gas pipes, etc. while taking excavation.
- viii. To check cable end (A or Z end) before laying cable in consultation with supervisor.
- ix. To maintain the excavation tools.
- x. To take scrap material vehicle to Oshiwara Scrap Yard along with Security Guard and bring weight of scrap material and credit note to office for billing.

6.9 **CABLE INSPECTOR:-**

- i. To Inspect and support cables exposed during excavations taken by other utilities and report visible damage to cables, if any.
- ii. To Go around the section allotted and inform other utilities to take care of exposed cables.
- iii. To Take instructions as regards excavations to be taken or in progress by other utilities.
- iv. At the time of filling up the excavations, arrange to keep the cables in level and get them covered with the warning covers.

6.10 **NAWGHANY T1:-**

- i. To take excavation for isolation and permanent repairs of cable faults and for laying of new cables.
- ii. To backfill the excavation after permanent repairs of cable faults or laying of new cables.
- iii. To transport materials/ tools/equipments by hand or hand cart from nearest depots to place of work.
- iv. To load & unload of jointing materials / scraps/ tools etc. as & when necessary.
- v. To lay cables in the trenches by pulling from cable drum.
- vi. To give manual help to the Jointer & Jointer Mates in their work of jointing, pot-heading etc.
- vii. To bring relevant sketches from Planning Department.
- viii. To forward excavation intimation notices and reinstatement notices to respective MCGM Wards.
- ix. To prepare jointer pit at joint position.
- x. To remove the debris from site.

- xi. To maintain the yard having cable, heavy material and scrap.
- xii. To assist MV Driver in maintaining the vehicle.

6.11 **M.V. Driver:-**

- i. To assure the fitness and soundness of vehicle to drive as per rules and regulations.
- ii. To drive the vehicle efficiently as per rules and regulations laid down by the Traffic Dept. & Undertaking M.V. Section.
- iii. To maintain proper level of fuel.
- iv. To make entries for the mileage of the vehicle in mileage Book.
- v. To arrange to submit the vehicle accident report to M.V. Section in case of accident.
- vi. To Deliver / receive the vehicle for monthly servicing and inspection.

7.0 **HV SUPPLY RESTORATION:-**

The function of this section is to restore power supply in case of interruptions in EHV / HV Network. The section arranges outages and issue permit to work. The sections also inform Project and Planning Departments for preparing proper EHV / HV Schemes to keep the network healthy.

The duties and responsibilities of Dy. Engineer and other staff downwards are given below:-

7.1 **FAULT ENGINEER (G/GVI):-**

- i. Restoration of E.H.V. and H.V. supply in case of interruption due to faults in transformer, busbar, switchgear, C.T., V.T., and underground cables.
- ii. Restoration of E.H.V. and H.V. supply due to circuit breaker tripping caused by faulty consumer installations, overloads, incipient faults etc.
- iii. Reporting about overloaded transformers and feeders in critical load condition and arranging load relief.
- iv. Isolating faulty transformer in substation and restore the L.V. supply or promptly informing the Mains Engineer to restore supply by L.V. network changes.
- v. To take appropriate action in emergency situations, such as fires, accidents, natural calamities blackouts, etc.
- vi. Issuing of 'permit to work' to H.V. equipments after making them dead and grounded as and when required for maintenance, repair and installation work.

- vii. Arranging load transfer for following preventive maintenance jobs and issuing of 'Permit to work'.
 - (a) Switchgear overhauling and busbar cleaning at distribution substations.
 - (b) Switchgear overhauling and OLTC overhauling in Receiving substations.
 - (c) Receiving substation busbar shutdowns.
 - (d) Relay testing in Receiving Substations.
 - (e) Substation feeders and transformers outages for other departments like Erection, Construction etc.
 - (f) Outages for M/s. TATA.
- viii. Phasing out, charging and taking load of newly established / installed/repaired E.H.V./H.V. feeders and transformers and other equipments.
- ix. To take newly installed RSS/Sub-station feeder / Transformer into service.'
- x. Checking of peak day and evening loads in the E.H.V./H.V. network.
- xi. To write fault reports and investigation reports.
- xii. To perform Standby duties for any special occasion or VVIP visit to ensure continuity of power supply.
- xiii. To impart 'on the job' training to other Engineers.
- xiv. He shall be conversant with Electric safety codes and relevant provisions of Electricity Act 2003 and Standard of performance.
- xv. Re-arranging network and update H.V. network diagram accordingly.
- xvi. Up keeping instruments, tools, drawings and safety equipments etc required for their day to day activity.
- xvii. To prepare statements for MIS, Incentive scheme, field duty allowance etc.
- xviii. To prepare meal allowance and O.T. statement of employees working in the section.
- xix. To help Superintendent to prepare and send suitable schemes to Project and Planning Dept. as the case may be.
- xx. To see the smooth working of the vehicle allotted to him and to send the vehicle as per schedule given by the M.V. Section after getting substitute vehicle from other sections.
- xxi. To enter and update data for Asset Management.

7.2 **NAWGHANY T1: -**

- i. To assist Fault Engineer while carrying out various activities e.g. raising /lowering the breakers, open the doors of sub-station and ADP's etc.

- ii. To carry tools, materials, equipments, etc. from sub-station to sub-station, departmental correspondence, stationery from department to sub-office or any other place of work as & when required.
- iii. To check the materials stock in the vehicle like 'D' type and glass type T.L. fuses (5 Amps & 2 Amps.), torch cells, cotton and cleaning cloth.
- iv. To clean the vehicles used in connection with department's work.
- v. To perform any departmental work assigned.

7.3 **M.V. DRIVER:-**

- i. To assure the fitness and soundness of vehicle to drive as per rules and regulations.
- ii. To drive the vehicle efficiently as per rules and regulations laid down by the Traffic Dept. & Undertaking M.V. Section.
- iii. To maintain proper level of fuel.
- iv. To make entries for the mileage of the vehicle in Log Book.
- v. To arrange to submit the vehicle accident report to M.V. Section in case of accident.
- vi. To deliver / receive the vehicle for monthly servicing and inspection.

8.0 **LV SUPPLY RESTORATION:-**

8.1 **MAINS ENGINEER SECTION: -**

8.1.1 **Deputy Engineer (Mains Loads) G/GVI:-**

- i. To maintain attendance of officers & staff working in the section.
- ii. To re-arrange the L.V. network after completion of new schemes and commissioning of new DSS.
- iii. To suggest preparing L.V. schemes for overloaded and teed distributors, transformers & services etc.
- iv. To maintain temporary & permanent L.V. network changes registers.
- v. To recommend / sanction the leave of staff & making arrangement for substitute staff.
- vi. To submit monthly incentive schemes, field duty allowance, holiday working, distribution loss and meal allowance payment advices for the eligible staff.
- vii. To reply to planning department regarding technical clearances whenever required and to carry-out permanent network changes as suggested by planning to release load for Customer care department.
- viii. To arrange the monthly stationery for the section.

- ix. To make arrangement of substitute vehicle in case of breakdown, servicing of vehicles & in case of additional Mains Engineer crew.
- x. To update L.V. load sheets & recommend concurrence for distribution transformer outages for pre-arranged shutdowns.
- xi. To analyze daily reports, messages and necessary network changes.
- xii. To inspect the service positions & other related details as per consumers' complaints & put up report.
- xiii. To check the availability of materials & tools in Mains Engineer's Vehicle and arrangement of gate pass.
- xiv. To arrange load relief & as suggested by Planning Department for temporary loads of functions & festivals.
- xv. To re-arrange the L.V. network in case of looping 'In' & 'Out' of distributors, installations/ replacement of pillars.
- xvi. To arrange outages for substation equipments by L.V. load transfers.
- xvii. To prepare section's MIS, & e-job sheet, every month.
- xviii. To take appropriate actions in case of emergency situations such as fire, building collapse & blackouts etc.
- xix. To arrange Mains crew for stand by duty in case of VVIP visit / festivals..
- xx. To update the data for Asset Management and Consumer indexing.
- xxi. To arrange LV load transfer in case of Substation Transformer or switchgear failure or any other major breakdown.
- xxii. To arrange for regular servicing of the DG set and to keep it ready for use.
- xxiii. To arrange the monthly stationery for the section
- xxiv. To reply to Planning Department regarding TC whenever required by them.

8.1.2 Mains Engineer (G/GVI, G/GV):-

- i. To attend burnt 400 Amps, 200 Amps & 100 Amps cutouts and 200 Amps & 100 Amps neutral link.
- ii. To attend blown fuse messages.
- iii. To attend blown fuse messages in case of suspected distributor fault and sectionalization of L.V. network in case of distributor fault.
- iv. To attend the burnt fuse bases, L-bend, Z-bend, straight patties & links.
- v. To attend burnt T/T & B/T core of service cables, burnt cores of distributors & Tr. Tails.

- vi. To loop over the burnt cables at service position, ADP & LV boards and other locations as & when required.
- vii. To declare the distributor fault, service fault & sub service fault & arrange the temporary supply whenever necessary.
- viii. To isolate the distributor fault & service fault whenever necessary.
- ix. To temporary pothead idle services or dangerous services.
- x. To attend shock messages by isolating faulty cable.
- xi. To attend underground smoke/cable damage message and isolate, if cable fault.
- xii. To take appropriate action in case of emergency situation such as fire, building collapse, floods, blackouts etc.
- xiii. To attend the failure of HV incoming supply to distribution transformer and hanging H.V. network.
- xiv. To arrange load transfer for distribution transformer failure.
- xv. To attend ADP damage messages.
- xvi. To restore L.V. supply in case of theft of transformer links and fuses.
- xvii. To attend the load sharing complaint of distribution transformer in case of critical condition.
- xviii. To arrange the outages for switchgear overhauling, busbar cleaning, switchgear complaint, outages for other divisions and normalize the LV Network after completion of work.
- xix. To arrange LV network or outage for phasing and normalize the LV Network after completion of work.
- xx. To arrange LV network in case of looping IN & OUT of distributors, installation/Replacement/Repairing of pillars and normalize the LV Network after completion of work.
- xxi. To arrange load relief as suggested by Planning Department for functions and festivals.
- xxii. To measure the current and voltages at L.V. board /ADP/Service position whenever necessary.
- xxiii. To arrange back to back of distributors for replacement of ADP/L.V. board.
- xxiv. To check availability of materials & tools in Mains Engineer's vehicle.
- xxv. To inspect the service position and other related details as per consumer complaint letter.
- xxvi. To identify services feed on distributor in case of overload distributor to enable other section for preparation of necessary scheme.

- xxvii. To remain standby for religious function /VVIP persons.
- xxviii. To maintain attendance of L.V. supply restoration staff.
- xxix. To maintain & analysis of daily report of messages.
- xxx. To arrange to give concurrence for distribution transformer outages in case of emergency and L.V. network information to other section and division for pre-shutdown work.
- xxxi. To update the L.V. load sheet.
- xxxii. To re-arrange the L.V. network after completion of new schemes and commissioning of new DSS.
- xxxiii. To suggest to prepare L.V. schemes for overloaded distribution transformer, distributors and services.
- xxxiv. To submit the C.A., all allowances and OT register of staff to Assistant Engineer monthly.
- xxxv. To maintain temporary and permanent L.V. network changes register.
- xxxvi. To make the arrangement for the vehicle in case of breakdown, servicing and additional Mains Engineer crew.
- xxxvii. To recommend the leave and make arrangement for substitute staff.
- xxxviii. To remain standby for the similar jobs for other section or till the reliever reported on duty.
- xxxix. To preparing MIS statement every month.
 - xl. To maintain registers, files & other documents properly which are related to the section.
 - xli. To take undertaking letter from party/Lodge FIR in case of cable damage by party as and when required.
 - xlii. To issue 38B notices to consumers whose service position/ installations are unsafe for working.
 - xliii. To arrange and connect DG set to LV network where supply restoration by LV network changes is not possible or as per requirement of the situation.
 - xliv. To maintain daily charge handover register.
 - xlv. To prepare roaster of Officer / Staff.

8.1.3 Jointer T-5 (of Mains duty):-

The jointer shall work under supervision of Dy. Engineer/ Sub Engineer for attending any messages and while on routine job. The jobs are carried out under supervision of

Dy. Engineer / Sub Engineer for L.V. network operation. Most of the physical work is to be carried out by the jointer only.

- i. To put in or remove fuses and links in the live pillars / panel / L.V. boards and service position.
- ii. To temporarily pothead live cables.
- iii. To handle live low voltage cable in case of faults and restore supply by isolating or looping over with cable cores temporarily.
- iv. To replace phase and neutral cut-outs on live service.
- v. To assist in making connection while carrying out testing work.
- vi. To replace blown fuses, burnt fuse base, Z-bend, L-bend, cleaning of contacts and terminals.
- vii. To open out sealing chamber / sealing end of services in case of faults.
- viii. To remake the brass gland or new gland in case of cable cores burnt whenever possible.
- ix. To remain standby for the similar job for the other sections or till the reliever reported on duty.
- x. To remove the bridges for testing the faulty distributors and service cables.
- xi. To connect the DG set to LV Board/ADP whenever required and to remove the same after use.
- xii. To ensure the safety of staff working under him.

8.1.4 Nawghany-T1/T2:-

- i. To perform any manual departmental work i.e. moving and lifting equipments or materials required for L.V. supply restoration.
- ii. To carry tools and materials, departmental correspondence stationery etc. from stores / sub-stores to department or any place of work.
- iii. To sweep, clean or wash the office floor/work place/vehicles including clean/dust work place, walls, windows panes, ventilators, dead equipment, furniture etc.
- iv. To assist officers & supervisor staff.
- v. To assist tradesman and perform unskilled work under their guidance.
- vi. To standby at place of work for reliever not reported on duty or for any other jobs.
- vii. To carry out any unskilled works at the DSS, ADP or service position under the supervision.
- viii. To ensure that adequate supply of drinking water is maintained in coolers and pots/bottles maintained for the purpose.

- ix. To procure refreshments, snacks, meals etc. for officer and supervisory staff that may be on continuous shift duty and cleaning table etc.
- x. To excavate the earth for laying, removing or exposing the cables and backfilling.
- xi. To assist jointer and jointer mate.
- xii. To lay cable in trenches by pulling them.
- xiii. To assist the officers, supervisory staff and jointer in changeover the vehicles / van during its breakdown/monthly servicing/additional work.

8.1.5 Jointer Mate T4 (CUTOUT GANG):-

- i. To fix the cutout board.
- ii. To replace burnt 100 Amp. cutout & neutral links.
- iii. To tape the burnt cores of the cables & wires at service positions.
- iv. To connect the temporary wires as & when required.
- v. To remove the bridges at cutout on services positions in case of fire, shock or any emergency situation arises.
- vi. To give feedback after attending messages to Fault Control.
- vii. To ensure the safety of staff working under him.
- viii. To take the services on load after disconnecting temporary wires as when required.

8.1.6 Nawghany T1 (CUTOUT GANG) :-

- i. Carry tool bag, cutouts & neutral links from Stores, Sub stores to work site.
- ii. Assist the tradesman & perform unskilled work under his guidance.
- iii. Remain standby at place of work for reliever not reported on duty or for any other jobs.

8.1.7 M.V. Driver:-

- i. To assure the fitness and soundness of vehicle to drive as per rules and regulations.
- ii. To drive the vehicle efficiently as per rules and regulations laid down by the Traffic Dept. & Undertaking M.V. Section.
- iii. To maintain proper level of fuel.
- iv. To make entries for the mileage of the vehicle in mileage Book.
- v. To arrange to submit the vehicle accident report to M.V. Section in case of accident.
- vi. To Deliver / receive the vehicle for monthly servicing and inspection.

8.2 **ARIEL MAINS SECTION (i.e. Arranging temporary supply):-**

The Ariel mains section restores supply to consumers in case of any underground L.V. cable fault by using temporary over head wires. Supply is taken from nearest available source such as ADP, LV Board and service etc.

8.2.1 **Duties and responsibilities of Charge Engineer T8:-**

- i. To prepare monthly roster of the Ariel mains crew & replacement crew.
- ii. To prepare & forward Incentive Scheme, Holiday working & Over Time statement of the staff etc.
- iii. To prepare statement for Temporary wires laid & removed, stock of wire in vehicle. Scrapping of removed, old wires.
- iv. To assign and monitor to remove over head wires after repair of cable fault. If service is still having no supply, same has to inform Dye PR. Long pending cases has to be referred to security vigilance supply.
- v. To prepare MIS & enter e-job sheet.
- vi. To recommend LTA forms, leave encashment forms & leave forms for more duration & arrange to send to Dye ML/Assistant Engineer.
- vii. To supervise laying & removal of temporary overhead wire with Sr. Electric Fitter.
- viii. To suggest schemes of any other measures for improvement of the functioning of the section.
- ix. To maintain discipline & efficiency in both the sections & staff under him, investigate reports of irregularities by staff & made suitable recommendations to the Assistant Engineer.
- x. To ensure that the operating instructions in the Electrical Safety Code & other departmental instructions are properly understood & followed by the staff under him while carrying out work on live or dead equipments.

8.2.2 **Sr. Electrical Fitter T6:-**

- i. To arrange to lay temporary wires and restore supply where services affected due to underground cable faults.
- ii. To keep record of wire laid, removed and balance on vehicle.
- iii. To arrange to remove temporary overhead cables after repair of faulty cable.
- iv. To remove the bridges at service positions for testing cable faults.

- v. To attend temporary failed, fire or complaints where temporary supply already given and to restore supply.
- vi. To arrange temporary supply for scheme jobs of other divisions.
- vii. To maintain vehicle / van provided.
- viii. To ensure the safety of the staff while working on Ariel lifts.
- ix. To connect temporary wires to service position and ADP/LV Board with phase sequence.
- x. To follow the priority given by fault controller for attending temporary supply messages.
- xi. To give feedback to the Controller after giving temporary supply.
- xii. To prepare and handover job sheet to Charge Engineer after completion of work.

8.2.3 **Assistant Fitter-T3:-**

- i. To ensure temporary wire is laid safely at site and to tie the wire at suitable place as required.
- ii. To make joints in the temporary wire if required for extension of temporary wire.
- iii. To connect temporary wires to top terminals at service position.
- iv. To assist Senior Electric Fitter (T6) as an when required.

8.2.4 **Nawghany -T1:-**

- i. To perform any manual departmental work i.e. moving and lifting equipment or materials required for L.V. supply restoration.
- ii. To carry tools, departmental correspondence, stationery etc. from stores / sub-stores to department or any place of work.
- iii. To assist officers and supervisory staff on fault and maintenance duties and cleaning of vans/ vehicles used in connection with the departmental work.
- iv. To assist tradesman and perform unskilled work under their guidance.
- v. To perform standby duty at place of work for reliever not reported on duty or for any other jobs.
- vi. To procure refreshments, snacks, meals etc. for officer and supervisory staff who are on continuous shift duty and cleaning table etc.
- vii. To give manual help to the Fitter in their work, such as cleaning of tools, laying & removal of temporary wires.
- viii. To assist the officers, supervisory staff and jointer in changeover the vehicles / van due to breakdown/monthly servicing/additional work.

- ix. To carry the ladder to the site when required.
- x. To store drinking water in pots.
- xi. To cut unused temporary wires and to remove scrap if any.

8.2.5 **Motor Vehicle Driver:-**

- i. To drive Aerial Lift and all other vehicle when ever and where ever required for undertaking job.
- ii. To keep vehicle clean and ready for use.
- iii. To check fuel, Hydraulic system, and damages of vehicle before driving, if any complaint report to Dye. & record in trip book.
- iv. To keep trip book update, if any accident occurs same to be recorded in it, and report to Deputy Engineer. & Bus Control.
- v. To drive vehicle as per the Motor vehicle ACT.

9.0 **CABLE TESTING:-**

The functions of Testing section is to test and pinpoint underground cable faults, cable identification, cable route identification and pressure testing of EHV, HV cables and Switchgears. The duties and responsibilities of Dy. Engineer and other staff downwards are given below:-

9.1 **DEPUTY ENGINEER (TESTING) G/GVI:-**

- i. To prepare roster of staff & officers in testing section.
- ii. To maintain different registers of the section.
- iii. To test E.H.V. / H.V. / L.V. cable faults.
- iv. To identify E.H.V. / H.V. / L.V. cables & cable routes.
- v. Pressure testing of E.H.V. / H.V. cables & switchgears in the DSS & RSS.
- vi. To carry out preventive maintenance & servicing of testing vehicle other accessories through maintenance contractor time to time and to send service certificate to Materials Management Department.
- vii. In case of failure or damage of testing equipments, accessories, get it repaired or procured the same from the contractor as early as possible.
- viii. To do the arrangements to get necessary bills for work done by the maintenance contractor of testing vehicle.
- ix. To give proper training to Engineers & other Apprentices.

- x. To keep attendance record of the staff & officers.
- xi. To prepare field duty allowance, O.T. statement and MIS of the section.
- xii. To review specification of testing equipments.
- xiii. Disconnecting 33 / 22 kV cable end probes of Tata's end.
- xiv. To assist Fault Engineer in attending tripping in case of critical situation like multiple tripping.

9.2 **NAWGHANY T1:-**

- i. To clean the testing vehicle and equipments daily.
- ii. To help officer for connecting testing cables/equipment.
- iii. Any abnormalities observed in equipments and vehicle brought to the notice of Dy. Engineer Testing.
- iv. To safe guard the testing equipments and keep in proper manner.
- v. To assist M.V. Driver in maintaining the vehicle.

9.3 **M.V. DRIVER:-**

- i. To assure the fitness and soundness of vehicle to drive as per rules and regulations.
- ii. To drive the vehicle efficiently as per rules and regulations laid down by the Traffic Dept. & Undertaking M.V. Section.
- iii. To maintain proper level of fuel.
- iv. To make entries for the mileage of the vehicle in Log Book.
- v. To arrange to submit the vehicle accident report to M.V. Section in case of accident.
- vi. To Deliver / receive the vehicle for monthly servicing and inspection.

10.0 **AUXILIARY DISTRIBUTION PILLAR MAINTENANCE SECTION:-**

10.1 **ACTIVITIES OF PILLAR MAINTENANCE SECTION:-**

- i. Inspection and cleaning of Pillars.
- ii. Painting and stenciling of Pillars.
- iii. Raising & Replacement or reconditioning of corroded, damaged Pillars or L.V. Board.
- iv. Attending to various mechanical & electrical complaint of Pillars and L.V. Board viz. bus bars burnt , cable core burnt, fuse base burnt, Z- bend burnt, ADP door lock complaints, ADP hinges broken, ADP front/back/side apron rusty and missing complaints, ADP canopy rusted complaints and etc.
- v. Unit change over in pillar / L.V. board for network monitoring of load on distributor.

- vi. Shifting of ADP is carried out where there are operational problems, damage to the pillar by out-side vehicles with prior approval and in following cases
 - 1) On requirement of MCGM
 - a) When there is Road widening.
 - b) When there is road improvement and there is setback.
Under these conditions, shifting of ADP is to be carried out as undertaking job as per PL/Plan-27 dated -11Dec.2006, approved by DGMES.
 - 2) On requirement of outside party
Under these conditions, shifting of ADP is carried out as chargeable job as per Planning network instruction.
- vii. Replacement of Transformer tails (Aluminium to Copper), under preventive / breakdown condition.
- viii. Attending unequal load sharing complaints of transformer tails. .
- ix. Attending to ADP fire messages.
- x. Inspection of service position & fire fighting services.
- xi. Maintenance of service position viz. replacement of cut-outs, neutral links, Cut-outs board, sealing chamber remaking. Raising of services, SIMHA circuit boxes, provision of earthing to service position & SIMHA circuits.
- xii. Pot heading and relaying of idle services.
- xiii. Permanent repairing of service faults and distributor faults.
- xiv. Replacement of service cable under R&M, which has multiple joints or insulation of cables, is deteriorated.
- xv. Service cable up-gradation from 2core to 4core.
- xvi. Augmenting service capacity of service cables (by taking proper sanction).
- xvii. Inspection of excavated route by other utilities and protecting our cables for to avoid the damage (Cable Inspector).
- xviii. Maintaining vehicles and availability of M.V. drivers allocated to respective zone.
- xix. Maintaining data of pillar maintenance section in Asset management.
- xx. Preparing of job sheets and updating the same in e- job sheet.

10.2 **DUTIES & RESPONSIBILITIES:-**

10.2.1 **Deputy Engineer GG VI / Sub Engineer (GG/V):-**

- i. To check pillar cleaners report, prepare a list of various complaints and schedule to attend it according to gravity of complaints & safety measures.

- ii. To explain the job to supervisor, jointers for smooth execution.
- iii. To plan and allocate daily work to the staff.
- iv. To prepare daily work sheet of staffs working in the section.
- v. To inspect the site before starting the work, sending excavation intimation to concerned MCGM ward after getting excavation permission from Ward Officer.
- vi. To ensure reinstatement form is sent to concern MCGM ward office after completion of work.
- vii. To schedule raising, replacement of ADP/ZP/MP/MPS/LVB for smooth execution of the job.
- viii. To execute unequal load sharing complaint of Distribution Transformer & maintain the record.
- ix. To schedule transformer tails replacement job.
- x. To carry out permanent repair job of service faults and distributor faults.
- xi. To carry out service cable up gradation, service cable enhancing, pot heading of idle service and relaying of idle service.
- xii. To arrange to inspect all the services in the area, once in five years and corrective action thereafter.
- xiii. To book Draftsman during cable jointing work and ADP replacement / shifting work.
- xiv. To ensure that office register, attendance register, files related to work such as history of pillar, painting of pillars, cleaning of pillars, service position inspection, replacement of cut-out boards, service upgradation record, maintenance of pillar record, damaged pillar report and accident report, painting contractor file, location code book and important documents related to the section are properly maintained and same are updated from time to time.
- xv. To prepare daily work sheet, work completion report, MIS, Vehicle report, to write departmental letters, to sanction leave form and LTA form of staffs working in section.
- xvi. To indent material required for job execution and credit unserviceable, excess material back to stores.
- xvii. To ensure that jointing material, cables and ADP are transported to the site at the earliest.
- xviii. To ensure that the tools and equipments are all in good working condition.
- xix. To ensure the safety of staffs working at site.
- xx. To guide the staffs working in the section if they face any problem or any difficulties during the work.

- xxi. To fill and forward the accident form in case of accident.
- xxii. To prepare estimate cost for chargeable job and certify the bill received from Municipal Corporation in respect of road reinstatement work.
- xxiii. To write departmental letters regarding execution of work, shortage of material, staff report, damage of Undertaking property, theft report etc.
- xxiv. To inform progress in the scheduled work and serious complaints if any to the superiors.
- xxv. To update data in Asset, to ensure proper data in e-job sheet.
- xxvi. To follow-up and maintain data of painting of ADPs.
- xxvii. To maintain vehicles allocated to all sections of the department.

10.2.2 **Charge Engineer T8:-**

- i. To take daily attendance of staffs allocated in the department.
- ii. To prepare day to day job sheet of casual labour working in section.
- iii. To prepare gate pass for drawing of materials from sub-store.
- iv. To ensure the safety of staff working at site.
- v. To supervise ADP /transformer tails replacement job, Transformer tails burnt complaint job, repairing of service cable fault & distributor cable fault, Pot heading of idle service cable & relaying of service cable. Carrying out service position maintenance job.
- vi. To execute cable laying and jointing of cables in case of small schemes.
- vii. To maintain daily activity carried out in the activity book, maintained in the section.
- viii. To write the message of the work done in daily message book kept in Supervisory/ System control.

10.2.3 **Jointer T5:-**

- i. To replace cut- outs and neutral link on live service cable whenever required.
- ii. To carry out back to back connection of cables for ADP & LVB replacement job.
- iii. To carry out Transformer Tails termination job in ADP, LVB & LVDB of transformer.
- iv. To pothead live, idle service cable.
- v. To relay pothead service cable.
- vi. To seal dead LV cables.
- vii. To attend unequal load sharing complaint of distribution Transformer.
- viii. To isolate the cable fault, test the cable from both end and there after carry out permanent repairs.
- ix. To take the services on load after repairing the fault.

- x. To carry out service position inspection and maintenance job.
- xi. To replace burnt busbar, fuse base, 'Z' bend & links in ADPs and LVB.
- xii. To attend core burnt complaints in ADP and LVB.
- xiii. To check and maintain the various tools and materials in his possession.
- xiv. Raising of service cables, SIMHA circuit boxes, provision of earthing to service positions and SIMHA circuits boxes etc.

10.2.4 **Jointer mate T4:-**

- i. To carry necessary tools with help of nawghanies, from the Depot to site and vice versa.
- ii. To help jointer in carrying out back to back of cables while replacing damaged or corroded ADP.
- iii. To help jointer in termination of cable in ADP.
- iv. To help jointer in disconnection and termination of transformer tails.
- v. To help the jointer in jointing work, such as cutting armour, taping, giving proper tools, prepare tape bobbins, fixing cut-out boards.
- vi. To isolate LV cable faults.
- vii. To pour epoxy compound in mould.
- viii. To cut and seal dead cables.
- ix. To remake sealing chamber and gland at service position.
- x. To cut the cable removed from the cable drum and seal the ends.

10.2.5 **Fitter T-4:-**

- i. To attend complaints in live ADP such as replacement of corroded, missing apron (front, back, side) hanging ADP door, door jam complaint, lock complaint, rusted canopy and etc.
- ii. To recondition pillars and LV Board, removal of accumulated waste, debris in the pillars.
- iii. To carry out buffing and tinning of old links removed from pillar and LV Boards, after carrying out unequal load sharing complaint and routing maintenance.
- iv. To fabricate busbar while carrying out service position maintenance.
- v. To fabricate / recondition 'C' channels removed from old scrap ADPs.
- vi. To fabricate short bottom, long bottom, jumper busbar, Aluminium spacer whenever required.
- vii. To fabricate sheet metal boxes whenever required.
- viii. To provide earthing to ADP / SIMHA circuits.

10.2.6 **Masson T2:-**

- i. To lay precast ADP foundation, erect distribution pillar on it.
- ii. To make brick work foundation on site.
- iii. To fix rag-bolts in walls for cut-out board, LV board.
- iv. To seal underground corrugated HDPE pipe laid across the road for cables.
- v. To carry out cement coba at site where excavation is taken in private premises for cable fault.
- vi. To lay paver block, from where it was removed for attending cable fault.

10.2.7 **Cable Inspector T-2:-**

- i. To inspect and support the cable, exposed during excavations taken by other utilities and report visible damage to the cables if any to the superiors.
- ii. To go around the allocated area where excavation is being taken, inform the responsible person of other utilities to take care of underground unexposed/exposed cables.
- iii. At the time of back filling by other utility, instruct them to keep the cables at appropriate depth with warning tiles.

10.2.8 **Muccadam T- 3:-**

- i. To take attendance of nawghanies / casual labours working under him at site.
- ii. To follow all safety rules while working on site.
- iii. To ensure correct excavation while exposing cables, replacement of pillar and transformer tails.
- iv. To take utmost care while transporting ADPs by handcart/vehicle.
- v. To draw transformer tails cable from cable drum, make appropriate size of cable ring, load the same in vehicle, unload it at site, uncoil it, and lay it in the trench properly.
- vi. To read the route plan in cases of cable faults & mark area for proper excavation.
- vii. To take care of other utilities cables i.e. MTNL, Tata's, Reliance and etc. while excavation is being taken.
- viii. To ensure that no sewer line, water line of MCGM is damaged while taking excavation.
- ix. To ensure proper pilling & stacking of debris for to avoid obstruction to pedestrians & vehicular traffic.
- x. To arrange caution boards and barricading at site while excavation is in progress.
- xi. To arrange wooden flanks for crossing of pedestrian over excavated portion.

- xii. To supervise the gang of nawghanies / casual labours while taking excavation.
- xiii. To ensure that the back filling of excavated portion is properly done & to stack the surplus earth at proper places to avoid any obstruction to the public.
- xiv. Proper positioning of cable drum on site for easy cable pulling.
- xv. To check the cable ends (A or Z end) before laying cable as instructed by officers.
- xvi. To synchronize the gang of nawghanies / casual labours, so as to ensure that all the men pulls the cable simultaneously.
- xvii. To maintain the excavation tools.
- xviii. To inform any obstruction or abnormalities observed at site.

10.2.9 Nawghany P1/ T1, Sr. Nawghany P1/T2 , Casual Labour:-

- i. To carry out cleaning of pillar in allocated section, oiling of pillar lock and hinges prior to rainy season and when instructed by superiors.
- ii. Take a pit for laying ADP foundation and erecting pillar.
- iii. Taking excavation for replacement of transformer tails.
- iv. To work along with Jointers, Fitters, Mason, Painter and Stencil writer in their day to day activity.
- v. To take excavation for isolation, permanent repair of cable fault and for laying of new cable.
- vi. To take excavation for pot heading of idle service cable, relaying of service, upgrading of service cable, enhancing of service cable, diversion of cable etc.
- vii. To load / unload cables, jointing materials, tools and scrap at the site of work.
- viii. To prepare jointer pit.
- ix. To lay cables in trenches by pulling it from cable drum.
- x. To back fill the excavation after replacement of pillar/transformer tails, potheading of cable, relaying of cable, up gradation of cable, permanent repairs of cable faults and laying of new cable. Watering while back filling.
- xi. To remove debris from site and transport it to the place of storage.
- xii. To maintain the cleanliness of ADP yard, cable /scrap yard.
- xiii. To assist M.V. Driver in cleaning and maintaining the vehicle.
- xiv. To draw day to day jointing material from sub stores.
- xv. To bring monthly material from main stores.
- xvi. To load / unload ADPs.

- xvii. To inspect the pillars in zone periodically, to carry out cleaning, oiling, greasing, to give daily work report, complaints to the supervisor. Give serious complaints to control, Deputy Engineer for immediate action and to maintain inspection record
- xviii. To carry out the movement of cable drum.

10.2.10 M.V. Driver P2/G-III:-

- i. To drive the vehicle efficiently as per rules & regulation laid down by R.T.O & BEST undertaking's M.V. Section.
- ii. To maintain proper level of fuel in the vehicle.
- iii. To make proper entries of mileage and fuel consumed in the vehicle trip book.
- iv. Not to park vehicle at unauthorized places.
- v. To submit the vehicle report to M.V. Section in case of accident.
- vi. To deliver / receive the vehicle for monthly servicing, RTO passing & various defects.
- vii. To give line message in case of failure of vehicle on road or deflated tyre and etc.
- viii. He should know the location of different substation & RSS's and should be in a position to reach the substation through shortest route & minimum time according to the traffic pattern of time of the day.
- ix. He should be familiar with all roads, one ways, no entry & traffic condition in respective zone.

11.0 SCHEME PREPARATION AND EXECUTION

11.1 SCHEME PREPARATION:-

11.1.1 Deputy Engineer G/GVI:-

- i. To Prepare L.V. schemes to reduce overload on distributors and reduce number of services on distributor and to strengthen L.V. network.
- ii. To Visit the site for checking the feasibility of laying cables and installation of pillars before preparation of the scheme.
- iii. To Study the proposals in the intimated /proposed schemes by Planning Department before preparation of schemes.
- iv. To Arrange the peak load of network before preparation of scheme.
- v. Study and analysis of repeated fuse blown messages and cable faults in the network.
- vi. To Ensure that updated Peak Load sheet is prepared every year & forwarded to all concerned section incharge including DGMES.
- vii. To ensure to update soft copy of Peak Load sheets.

- viii. To prepare schedules of load taking programme for summer/ October heat and festive occasions i.e. Ganpati, Diwali, Ramzan etc.
- ix. To ensure updating changes of L.V. network in day to day basis.
- x. To inform concerned section incharge for immediate remedial action required to be taken in case of core burnt cases, unequal load sharing, overloaded distributors / transformers etc. which are observed while taking the loads by the staff working under him.
- xi. To study and analyze fuse blown cases, distributor faults, service faults, cutout failures etc. Suggest suitable schemes to remove overload on distributors, to reduce no. of services on distributors & to strengthen the L.V. network.
- xii. To inspect various sites to prepare schemes, analyze the various fault situations, verify loads etc.
- xiii. To ensure peak load register, fuse blown register, scheme register, attendance register are properly maintained.
- xiv. To assist section in-charge for preparation of various reports.
- xv. To ensure tools such as tong tester, torches are properly maintained.
- xvi. Imparting on job training to Engineers, SSAs & Technical Apprentices etc.
- xvii. To Informing Customer Care & Planning Department regarding overloaded service, distributor & transformers.
- xviii. To rearrange the L.V. network, interchange of units on LVB/ADP for flexibility of L.V. network with the help of other sections.
- xix. To study and comment on various scheme sent by planning and DECC(SIMHA)

11.1.2 **Draughtsman G/G-III:-**

- i. To update HV/LV network diagram according to changes in the network.
- ii. To draw tracings of various faults.
- iii. To visit site and collect details for preparation of schemes.
- iv. To draw schematic and sketches for the scheme.
- v. To update tracings of ADP/DSS location sheets.

11.1.3 **Charge Engineer T8:-**

- i. To prepare updated hard and soft copy of Peak Load Sheet.
- ii. To update day to day changes of network in load sheets.

- iii. To take LV loads during summer and October heat considering peak load cycles of the day such as morning/day/evening/night peak.
- iv. To inform concerned sections, abnormalities such as cable core insulation burnt fuse-base burnt, unequal load sharing of dist. Transformers & overloaded LV network etc. observed during taking loads.
- v. To take service loads and carry out site inspection before preparing any scheme.
- vi. To monitor loads of critical network during breakdown occasions.
- vii. To take LV loads in particular areas during festive occasions such as Ganpati, Diwali & Ramzan.
- viii. To maintain various records such as fuse blown cases, scheme cases, booking, overtime.
- ix. To help in preparing incentive and field duty allowance, holiday working statements of LV supply restoration section.
- x. To take the fresh LV load after execution of scheme.
- xi. Identification of teed services on distributor for preparation of scheme proposals.

11.2 **ACTIVITIES OF L.V.LOAD:-**

11.2.1 To update of following Registers:

- i) Fuseblown Register
- ii) Scheme Register
- iii) Annual Register
- iv) Booking Register
- v) Attendance Register

11.2.2 To update L.V.Load Sheet (Yearly) according to Daily Message.

11.2.3 To update L.V.Load Sheet in Computer (AutoCAD)

11.2.4 To prepare Incentive Statement of L.V.Load Section , System.Control / Fault Control etc.

11.2.5 To prepare Holiday Working Statement of the month (Field duty)

11.2.6 To take Load during,

- i) Summer Peak
- ii) October Peak
- iii) Festival Peak (Ganpati / Diwali / Ramzan)
- iv) Breakdown Cases

- v) Critical Outages.
- vi) Monitoring of Loads.
- vii) After Completion of schemes (Load taking)
- viii) Service loads for preparation of Schemes.

11.2.7 To prepare Annual Reports in Computer (summer / October / Festivals)

11.2.8 To prepare of Monthly Reports for,

- i) Overload Distributor
- ii) Direct Services
- iii) Unequal Load Sharing
- iv) Core Burmt Cases.

11.2.9 **Preparation of Monthly output Statement.**

11.2.10 Following activities to be carried out for preparation of Load Sheet Register of every year,

- i. To collect the data regarding Street Light Poles, addresses of Sub-station, ADP's.
- ii. To update the Index Sheet as per changes in the Pole Nos. & Address.
- iii. To collect Data regarding new Sub-station, ADP's, transformers added in the system.
- iv. To make changes in the Load sheet according to the Sub-stations, 'Distribution transformers, ADP's in the network and to update soft copy.
- v. To prepare Pencil Peaks.
- vi. To mark permanent L.V. Network in the pencil peak load sheet.
- vii. To find out self-load of each distributor by comparing summer (D/E/N) and October (D/E/N) sheets.
- viii. To calculate total load on each distributor.
- ix. To calculate total load on each transformers.
- x. To check the calculation and prepare Pencil Peak.
- xi. To carry out the network changes in case of overloaded distributors and transformers
- xii. To carry out the changes made in permanent network to be made changes in Pencil peaks in concerned sheets as well as connected sheets.
- xiii. To check finally prepared pencil peaks.
- xiv. To update the location sheet.
- xv. To make computer entry of pencil peaks sheets entered and check for any discrepancy while entering in computer.
- xvi. To take final prints.

- xvii. To send final load sheet for Xerox prints and in case of improper printing and get it rexeroxed.
- xviii. To check rexeroxed prints.
- xix. To make arrangement for binding new load sheet.

11.2.11 From Peak Load Sheet.

- i. To make list of overloaded distributor, Overloaded transformers, direct Services and send to "Planning Department" for preparation of necessary schemes & to send information to Commercial Dept. for load release purpose.
- ii. To make list of % loading of individual transformers from peak load sheet and send it to "Project & Planning Dept."
- iii. To prepare schemes as per the requirement of Dy.EML / Repairs section and depending upon abnormal cases, such as, exceeding nos. of services on distributor, overload cases of temp supply, critical outages.

11.2.12 To maintain "Tong Tester" of L.V.Loads in working condition.

11.2.13 To assist in making arrangements for "Ganpati Immersion".

11.2.15 To solve query of other Depts.

11.2.16 To arrange for stenciling of new ADP's.

11.2.17 To send quarterly report of schemes prepared to Planning Dept.

11.3 SCHEME EXECUTION SECTION:-

11.3.1 Deputy Engineer G/GVI:-

- i. To plan the daily work and work allocation of staff under working such as Sub Engineer, Deputy Charge Engineers, Jointers, Muccadam, Mason, Nawghanies and Casual Labour.
- ii. To inspect the site before starting the work and give intimation to the concerned ward offices and take necessary permission from Municipal Corporation and also co-ordinate with MCGM while taking excavation.
- iii. To ensure that office register, files related to work such as excavation report, service position inspection report, replacement of cutout and cutout boards, service upgradation record and accident report, and all important documents related to section are properly maintained and updated from time to time.
- iv. He shall ensure to prepare daily work completion report, monthly report, MIS and also annual report, field duty and, hazardous, excavation allowance.

- v. To indent material required for job execution and credit unserviceable, excess material to store. Also scrap unserviceable cables removed from the site.
- vi. To fill and forward the accident form in case of the accident.
- vii. To prepare estimate cost for chargeable job and certify the bill received from MCGM in respect of reinstatement work.
- viii. To write departmental letters regarding execution of work, shortage of materials, staff report, regarding damages of undertaking's property, theft report etc.
- ix. To execute the sanctioned schemes.
- x. To Open and close of E-location codes for schemes to be executed.
- xi. To maintain the Attendance Book and O.T. Book, Field Duty Allowance for staff working under scheme section.
- xii. To upgrade the service from 2C to 4C.
- xiii. To install capacitor in DSS & replace defective capacitors in DSS.
- xiv. To assist Repair Section for permanent repair of F/F, D/F, C/S/F and S/F in monsoon season.
- xv. To prepare Annual Performance report of staff under working in Scheme Section.
- xvi. Sign the gate pass of material which is required for scheme execution job.
- xvii. To procure of required material for R&M activities.
- xviii. To introduce system improvements methods and provide various information regarding the section to superiors.
- xix. To arrange the scheme execution job with minimum adequate man power and materials.
- xx. To arrange reinstatement of excavated footpath, Road, Private property.
- xxi. To guide the staff working under him.
- xxii. To sanction Leave /LTA forms and certify the OT of staff.
- xxiii. To drive undertaking light motor vehicle whenever necessary.
- xxiv. To maintain all vehicles of sections and take necessary precaution regarding servicing/repairs/RTO passing whenever necessary.
- xxv. Overall site supervision.
- xxvi. To maintain sufficient stock of required material and tools.

11.3.2 **Charge Engineer T8:-**

- i. To book the staff for scheme jobs, isolation & permanent repairs of cable faults.
- ii. To prepare daily worksheet.
- iii. To supervise scheme jobs, cable fault isolation & permanent repairs job.

- iv. To maintain location code book.
- v. To book the draughtsman on the different sites of cable jointing in order to update the records of the Planning department.
- vi. To drive the Undertaking's vehicle whenever necessary.
- vii. To recommend the leave forms of staff.
- viii. To arrange to transport excavation tools, jointing material and cable on site.

11.3.3 **Jointer T5:-**

- i. To isolate the cable fault by cutting the cables in case of faults & restore the supply by temporary looping over / temporary pot heading.
- ii. To carry out the jointing work of LV, HV cables in case of cable faults as well as newly laid cables.
- iii. To assist Sr. Jointer in case of EHV cable jointing.
- iv. To temporary pothead live L.V. cables.
- v. To seal dead LV and HV cables.
- vi. To make LV gland/sealing end as well as HV terminations.
- vii. To carry out de-compounding work of HV & LV dividing boxes of transformers & switchgears etc.
- viii. To test the cables after isolation/permanent repairs of faults.
- ix. To put in & remove fuses & links in the live ADP, LVB etc.
- x. To remove the temporary supply after permanent repairs of the cable faults.
- xi. To fix /replace LV cut-out boards.
- xii. To Supervise the work of nawghanies working under him.

11.3.4 **Jointer Mate T4:-**

- i. To assist the Jointer in joining work such as cutting armour, taping, giving proper tools, preparing tape bobbins, fixing cutout boards.
- ii. To tow the Jointer Handcart with the nawghanies to the working site from the depot & vice versa.
- iii. To position & fix the cast iron box after the sleeve is plumbed on the joint as per direction of Jointer.
- iv. To pour cable compound / bitumen in the joint boxes.
- v. To cut & seal dead LV /HV cables.
- vi. To isolate the L.V. cables faults.

- vii. To give / remove the temporary supply in case of fault.
- viii. To replace service cutout, neutral.

11.3.5 Mason T2: -

- i. To prepare the foundation for new pillar /sw.gr./ capacitor.
- ii. To do the reinstatement in the private property where excavation is taken.
- iii. To do the minor masonry work in case of damages of RCC pipe if any.
- iv. To fix the LV board in the DSS.
- v. To seal the underground pipe of the cable.
- vi. To make and seal cable entries at DSS
- vii. To install / replace pillar.

11.3.6 Nawghany T1:-

- i. To take excavation for isolation and permanent repairs of cable faults and for laying of new cables.
- ii. To backfill the excavation after permanent repairs of cable faults or laying of new cables.
- iii. To transport materials/tools/equipments by hand or hand cart from nearest depots to place of work.
- iv. To load & unload of jointing materials / scraps/ tools etc. as & when necessary.
- v. To lay cables in the trenches by pulling from cable drum.
- vi. To give manual help to the jointer and jointer mates in their work of jointing, pot heading etc.
- vii. To bring relevant sketches from Planning Department.
- viii. To forward excavation intimation notices and reinstatement notices to respective MCGM wards.
- ix. To clean the chowky and arrange potable water.
- x. To help in installation of capacitor and pillar.

12.0 SUPERVISORY / SYSTEM / FAULT CONTROL:-

12.1 Superintendent A4/ Assistant Engineer A5:-

- i. Overall responsibility of system/supervisory control.
- ii. To follow the necessary instructions given by Divisional Engineer.
- iii. To ensure proper communication with all sections of O & M division, and keep reliable electric supply to the consumers.

- iv. To convey details of major off supply and progress of restoration, involving EHV feeders, power transformers, bus sections, VVIP consumers & hospitals etc. to higher authorities including DGM(ES).
- v. To guide controller/ Assistant controller/ PC man in day to day work.
- vi. To ensure proper records of Message Register, Fault Register, fire message book, TATA's General Message, outage book, general message book are properly maintained
- vii. To check & certify C.A/O.T. & meal allowance of officers & staff.
- viii. To ensure the healthiness of all communication equipments.
- ix. To ensure the functioning of SCADA system and AMR system.
- x. To guide fault engineer in case of emergency if required.

12.2 **SYSTEM / SUPERVISORY CONTROL:-**

12.2.1 **Deputy Engineer G/GVI:-**

- i. To report on duty as per shift duty roster.
- ii. To attend telephone, receive general as well as fault messages, fire messages, shock messages fatal and non-fatal accident messages related to B.E.S.T. Electric supply network and after preliminary analysis, direct the Fault Engineers or Mains Engineer or tower wagon to proceed to the place.
- iii. To keep in constant touch with those attending the off supply.
- iv. To decide priority of off supply messages, shock messages, fire messages & accident messages respectively.
- v. To keep the officer's of the concern section informed regarding off supplies. In case of urgent fault messages, he shall inform Fault Engineer / Sub Engineer on wireless to restore electric supply quickly. Keep watch on functioning of related RSS/DSS equipments with the help of SCADA and AMR. Carry out necessary SW/IN, SW/OUT operations on SCADA. Give the loads of EHV/HV feeder or transformer to Fault Engineer, if required.
- vi. To convey the daily report in evening and morning shift prepared by Assistant Controller to the higher authorities from A-5 up to DGMES.
- vii. To receive non-fatal and fatal accident message and convey them to concern officers i.e. Welfare Officers, Medical Officers, Electrical Inspector of P.W.D. & also inform Bus Control / Traffic control to make arrangement of cash for the treatment of injured person.
- viii. To maintain proper records of off supply register, fire message register, Tata's general message and Tata reading book, outage register, general message register.

- ix. To receive the messages of VVIP's visit from P.W.D. Electrical Department and convey them to concern officers and ensure necessary arrangement & monitoring standby arrangement round the clock to maintain uninterrupted electric supply.
- x. To lodge important messages received from the Fault Engineer, Mains Engineer and various officers those who are working to give uninterrupted electric supply to the consumers and report them to the concern section incharge and staff personally through telephone for necessary action.
- xi. To Guide the Charge Engineers at various RSS in case of breakdown or in other difficulties.
- xii. To maintain upto dates records of EHV/HV/LV faults and also take and arrange to attend St. Light off /SLP off messages.
- xiii. To arrange for standby staff in case of emergency reported at various RSS with the help of disaster management protocol and also take appropriate action in case of unusual incidents.
- xiv. To ensure VHF sets working satisfactorily.
- xv. To note down and convey telephone fax machine complaints to the staff concerned and get the complaints attended.
- xvi. To note down and convey vehicle breakdown messages to Bus Control and get the complaint attended.
- xvii. The residence telephone complaint of Officers is to be given to concern section, the telephone complaint to be attended on top priority.
- xviii. To convey the complaints of DSS/RSS to Building Department and get them attended.
- xix. To prepare roster of staff working under him & make substitute arrangement in case of shortfall/leave of staff.
- xx. To check and certify overtime and meal allowance of the staff.
- xxi. To impart on job training to trainee engineers etc.
- xxii. In case of any disaster, to assist Fault Engineers, Mains Engineers, monitor the progress & convey the messages to higher authorities and local corporators & VIPs.
- xxiii. To receive dispatch.
- xxiv. To procure stationary material required at control room.

12.2.2 Charge Engineer P-1/T-8:-

- i. To report on duty as per shift duty roster.

- ii. To attend telephone calls and to receive the messages of preventive maintenance as well as breakdown messages.
- iii. To make data entry of faults, maintaining supply failures records & taking out computerized daily report in evening & morning shifts.
- iv. To write the outage messages & work over messages, general messages in message book.
- v. To assist System Controller in case of emergency i.e. H.V/EHV feeder tripping, power transformer, Failure & major breakdown.
- vi. To prepare Daily Report, copies to be dispatched and E-mailed to various officers of Supply Branch from A-5 upto DGM (ES).
- vii. To lodge the messages received from the Fault Engineer, Mains Engineer & officers those who are working round the clock for smooth functioning of system.
- viii. To arrange M.V. driver & staff in case of shortage & emergency.
- ix. To prepare overtime statements and E job sheet of staff working under him.
- x. To maintain the register viz D/F, S/F, F/F register, fire message register, Tata's register, disaster register & attendance register, message book and 'A' grade officer's register etc.
- xi. To keep the System/ Supervisory Control room clean with the help of nawghany on duty.
- xii. To maintain the SCADA computer, AMR computer, daily report computer and take help of service engineer if required.
- xiii. To maintain the fax machine.
- xiv. To inform officers who are booked on emergency duty during strike period /disaster management.
- xv. To ensure that VHF sets/ Commutation system is working.

12.2.3 **Nawghany T1:-**

- i. To work round the clock as per roster.
- ii. To clean the telephones, office tables, sweep the floor & dining tables etc.
- iii. To ensure & maintain that adequate supply of drinking water in coolers & pots/bottles.
- iv. To procure refreshment, snacks, milk etc. for officers and System Control staff who may be in shift duty.
- v. To take the dispatch of morning daily report copies.
- vi. To ensure working of petromax & emergency light & keep clean the same.

- vii. To deliver the written message given by the System Controller to other sections of respective divisions.

13.0 SIMHA (SUPPLY THROUGH INDIVIDUAL METER IN HUTMENT AREA) SCHEME EXECUTION:-

13.1 DUTIES AND RESPONSIBILITIES:-

- I. To execute R&M Schemes such as Conversion Scheme under SIMHA 97, circuit cable laying under SIMHA 97 conversion scheme and cable laying Schemes for relieving overload in old SIMHA circuits, which are prepared by Customer Care (SIMHA) Dept.
- II. To repair underground cable faults of old SIMHA and SIMHA 97 circuits.

13.1.1 Assistant Engineer (A5):-

Overall responsibility of SIMHA 97 Cell.

13.2 Duties and Responsibilities:-

13.2.1 Deputy Engineer:-

- i. To prepare and execute detailed Schedule program of SIMHA service fault and SIMHA 97 Schemes etc.
- ii. To schedule and execute the scheme job in permissible time limit.
- iii. To inspect and supervise all SIMHA service faults.
- iv. To inspect and supervise all SIMHA Schemes.
- v. To prepare and submit MIS report.
- vi. To guide the Charge Engineer and staff whenever required.
- vii. To maintain various registers and records such as attendance register, overtime Register, meal allowances, booking register, stock of materials register, daily report, output register, message book etc.
- viii. To certify punch cards, various allowances statements etc.
- ix. To arrange to indent or recoup required materials and tools for SIMHA service fault, and schemes etc that are required in the day to day running of the section.
- x. To obtain the excavation permission from MCGM for execution of Scheme.
- xi. To indent materials required for execution of jobs and credit unserviceable excess material back to the stores and ensure that the material is supplied to work sites in time.
- xii. To write inter-departmental letters regarding execution of work, completion of work, shortage of material, staff, report damages to Undertaking's property, theft reports, etc.
- xiii. To drive light vehicles whenever required.

- xiv. To ensure the safety at all sites.

13.2.2 **Charge Engineer:-**

- i. To supervise work of routine SIMHA service fault, Schemes etc.
- ii. To assist Deputy Engineer to obtain the excavation permission from MCGM for execution of Scheme
- iii. To execute the scheme job in permissible time limit.
- iv. To maintain output register.
- v. To prepare the daily worksheet showing the work allocation of the staff.
- vi. To arrange of material required for carrying out respective job & prepare gate pass.
- vii. To indent materials required for execution of jobs and credit unserviceable excess material back to the stores and ensure that the tools and materials are supplied to work sites in time.
- viii. To check and certify out punch of the staff and recommend leave forms of staff.
- ix. To arrange to indent or recoup required materials and tools for SIMHA service fault, and schemes etc that are required in the day to day running of the section.
- x. To maintain various registers such as attendance, booking, message, overtime book, Overtime meal allowance, job sheet etc.
- xi. To assist Deputy Engineer to prepare MIS report.
- xii. To ensure the safety on site.

13.2.3 **Jointer/ Jointer-Mate:-**

- i. To make joints for repairing of SIMHA service faults.
- ii. To carry out termination of cable at ADP, ZP, MP, circuit box etc.
- iii. To put in and remove Fuse/Fuse links in ADP's, ZP's, MP's etc.
- iv. To isolate / Repair of underground fault.
- v. To guide to nawghanies who works in jointer gang.
- vi. To lay earthing pipe and make earthing connections at ADP, ZP, MP, circuit box etc.
- vii. To ensure the safety on site.

13.2.4 **Mason:-**

- i. To reinstate the surface after backfilling.
- ii. To arrange required materials for reinstatement.
- iii. To remove the excess excavated material from site.

- iv. To install foundation for MP and install MP at site
- v. To assure excess materials are transported back to office.
- vi. To guide nawghanies who are assisting him.
- vii. To ensure the safety of Nawghanies working on site.

13.2.5 **Muccadam:-**

- i. To take attendance of men working under him.
- ii. To ensure that obstruction to pedestrians and vehicular traffic is kept to the minimum by proper piling and stacking of debris and by providing suitable crossings across the trenches.
- iii. To arrange to keep caution boards for guidance of traffic during excavation work.
- iv. To get the work of excavation and cable laying done in proper manner by nawghanies.
- v. To ensure the safety at site.

13.2.6 **Nawghanies:-**

- i. To take excavation and carry out cable pulling, backfilling after cable laying and repairing of underground cable faults etc.
- ii. To remove cable from Cable drum
- iii. To transport materials and tools
- iv. To help Jointer, jointer mate and other tradesman in day-to-day work.
- v. To perform Watchman duty at site whenever required.
- vi. To carry out dispatch Work.
- vii. To clean undertaking vehicles.
- viii. To arrange Drinking water.
- ix. To clean floor, windows, ventilation, machines, furniture etc.
- x. To mop floor.
- xi. To ensure the safety on site.

14.0 **ADMINISTRATION:-**

14.1 **DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF:-**

14.1.1 **Assistant Administrative Officer (A/G-VIII):-**

Assistant Administrative Officer (AAO) is responsible to the establishment of the department and working directly under Divisional Engineer. The AAO shall assist the Divisional Engineer for:

- i. To maintain discipline of the administrative staff.
- ii. To maintain service record files of the officers & staff of the department.
- iii. To prepare Annual Confidential Report Forms of the Officers.
- iv. To draft letters & look after general correspondence.
- v. To reply to RTI letters in consultation with Divisional Engineer and other section incharge.
- vi. To prepare monsoon, fair & extended fair season proposals, if any
- vii. To prepare Establishment Schedule and budget estimate.
- viii. To check medical reimbursement bills.
- ix. To maintain the imprest cash, follows up for recoupment of imprest cash bills. Xerox bills, PWD Electrical Inspector's visit fees are paid from Imprest Cash. Audited departmental purchase form upto Rs.5000/- can be paid from Imprest Cash.
- x. To obtain Management sanction for appointing Scavenger for temporary period and to ensure his timely payment.
- xi. To put up cases to Concern Authority for initiating disciplinary action against the offensive staff.
- xii. To check statements of overtime, field duty allowance, incentive bonus, meal allowance, compensatory allowance.
- xiii. To check the documents for caste validity certificates, send the same to the respective authority and keep the record of the same.
- xiv. To check & sign the identification notes for payments for the officers & staff.
- xv. To guide Subordinates during their day to day work.
- xvi. To check the credit society loan forms & provident fund loan forms.
- xvii. To follow up various files put up for sanction.
- xviii. General supervision of all administrative work
- xix. To check MCA queries and reply.
- xx. To check Accident Report and take further action.
- xxi. To send various statements as directed by various authorities.
- xxii. To keep record of Annual Maintenance Contract of Computer & Printer
- xxiii. To ensure optimum utilization of man power and maintaining quality of work. He may go out for outdoor work as and when required. During his outdoor visits/meetings/leave, he delegates his power to senior most subordinate.
- xxiv. Any other job assigned by the Divisional Head/section incharge.

14.1.2 Supervisor Establishment: A/G-VII:-

- i. To supervise the work of Clerks, Shop Recorders in the department, assist the AAO in his day-to-day work and in replying MCA queries and maintaining registers, files pertaining to them.
- ii. To maintain the Service Record files of staff, 'A' & 'B' grade officers.
- iii. Taking over notes of permanent & temporary staff/officers, reversions advices and other matters with the help of Establishment Clerk.
- iv. To assist AAO to prepare ACR forms, establishment variation & Budget work.
- v. To assist AAO to co-ordinate and follow up various matters.
- vi. To maintain record of briefcase particulars of staff/officers eligible and put up for their sanction & payment.
- vii. To put up proposal for yearly Diary to AM(ES)/MM department.
- viii. To maintain record of E-cr/dr Statement & E-job sheet.

14.1.3 Stenographer (English): A/G-V:-

- i. To take dictation and transcribe it on computer and give the required copies as per priority.
- ii. To type any written note given by any officer of the department as and when required.
- iii. To assist AAO and other Administrative Staff/officers during exigencies

14.1.4 Typist-cum-Clerk (English & Marathi): A/G-V:-

- i. Require to do typing and clerical job.
- ii. To type any written note given in Marathi or in English.
- iii. In case of no typing work, required to do Administrative work.
- iv. To assist AAO and other Administrative Staff/officers during exigencies

14.1.5 Clerk / Shop Recorder Duties: A/G-V:-

- i. To keep record of lease agreement /substations lease rent bills/ property tax paid for DSS, to follow up lapsed lease agreement of DSS, to check estimates and maintain registers of new DSS & file the DSS papers and to prepare Outstanding Bill Memo.
- ii. To prepare bills of Vehicles or Equipment's hired.
- iii. To send monthly servicing report/statements of departmental vehicles.
- iv. To prepare bills for work done for outside parties and maintaining its record.

- v. To prepare energy meter reading statements of All Receiving Sub Stations & send to DEMS for billing purpose.
- vi. To prepare reinstatement bills & property tax bills, J.E. Bills of Scheme & Faults.
- vii. To maintain record of vehicle using by 'A' grade officers.
- viii. To make inward/outward dispatch entry in the respective registers, scrutinize outgoing papers. Inward V.I.P. letters & Outside parties (Customers complaints) letters, sort out the letters and forward to Concern Officer.
- ix. To prepare budget estimates & maintains its records.
- x. To fill up Purchase Forms/follow up & maintain its record.
- xi. To keep proper stock level & store material in proper manner to avoid wastage / damage.
- xii. To prepare monthly, yearly fair / monsoon season requirement /consumption statements.
- xiii. To work on Sunday/Holiday in the stores in rotation with other Shop Recorder
- xiv. To recoup clothing as per the requirement, maintain its record & to issue the staff
- xv. To withdraw material form Kussara Store required for R&M work of Department and to issue in the sub-stores.
- xvi. To maintain record of Time Bound promotion.
- xvii. To issue & maintain record of lockers, tools to staff against permanent gate-pass.
- xviii. To send statements for payment of stitching allowance and washing allowance.
- xix. To send monthly absentee memo of 'A' & 'B' grade Officer/Staff and maintain leave record in the attendance register of staff and officers.
- xx. To dispatch Leave forms, Provident Fund forms, LTA/Encashment forms of staff & officers to STK/DIA, identification note of staff & officers for LTA, Encashment, PF loan payment
- xxi. To prepare Regular, Reliever Overtime statement & Sunday/Holiday working statements for obtaining management sanction and thereafter to send zerox copies of the same to respective Time Keeping Department for making the payment.
- xxii. To send monthly unpaid cards to Time Keeping Department.
- xxiii. To prepare & maintain record of inventory.
- xxiv. To prepare the Meal Allowance & Compensatory Allowance & Incentive bonus statement.
- xxv. To recoup Stationery/Material and issue to all the sections as per their requirement and maintain its record.

- xxvi. To maintain the record of deputation, trainee engineers/tradesman & send monthly statement.
- xxvii. To issue monthly Khadi cloth/soap to officers/staff.
- xxviii. To fill up purchase forms of material, equipments required for sub-store & Static-II Section & arrange to procure the same.
- xxix. To maintain register of Tender files & papers.
- xxx. To prepare attendance register from job sheets and audited it, payment sheet, identification slips, balance payment statement of casual labour.
- xxxi. To prepare statement for various allowances like of hazardous allowance, field duty allowance, Distribution Loss etc.
- xxxii. To prepare statement of E.D.E.I. allowance to all 'A' & 'B' grade officers.
- xxxiii. To keep attendance & look after work of Scavenger & preparing of his monthly Salary voucher/bill.
- xxxiv. To prepare statement of Festival Advance.
- xxxv. To prepare record of Annual Maintenance Contract of PC & Printers.
- xxxvi. To prepare MCA Report, Fatal/Accident Report.
- xxxvii. To maintain records related to OB memo, JE bills, Reinstatement Charges ,to follow with other Utilities like MCGM, MBPT ,Collector etc for the reconciliation of R.I Charges.
- xxxviii. To assist AAO and other Administrative Staff/officers during exigencies

14.1.6 Sepoy

- i. To clean the Table of "A" grade Officers & Administrative Officers.
- ii. To attend bell call of "A" grade Officer & Asst. Administrative Officer.
- iii. To take out the dispatch of "A" grade Officers & concern Administrative Section / Officers.
- iv. To carry & bring dispatch.
- v. To do any other office work delegated by Officers, Supervisor & Office Staff i.e. filling of papers, Cleaning etc.

Note: The overall administration work of the department is divided among the Supervisor, Clerk, Clerk-cum-Typist & Shop Recorders.

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THE BRIHANMUMBAI ELECTRIC SUPPLY AND TRANSPORT UNDERTAKING

(Of The Brihanmumbai Municipal Corporation)

DATE : 20/10/2022

Employee details of department O & M (CS) DEPARTMENT (148) as on 202209

SRNO	PAYSHEET	CHECKNO	NAME	GRADECD	DESIGCD	DESIGNATION	BIRTHDT	JOINDT	RTRDT	BASIC	GROSS_SAL
1	14801	197601	HARISHCHANDRA DHONDU DHADWAD	35	26	SHOP RECORDER	15/08/1975	26/03/1997	01/09/2033	36690	58368.83
2	14801	211757	MOHAMMED RAFIQ ABDUL AZIZ SAYANI	3	76	DIV ENGINEER-S	23/06/1965	13/07/1984	01/07/2023	100650	145516.86
3	14801	212366	ALI AHMED MOHAMMED SHAKIR KHAN	5	49	ASST. ENGINEER	10/09/1966	19/06/1987	01/10/2024	76150	107073.10
4	14801	212516	SHAMIM ABDUL QADIR MALHOLI	5	49	ASST. ENGINEER	29/06/1965	13/11/1987	01/07/2023	71150	104236.45
5	14801	212925	GULABRAO PITAMBAR CHAUDHARI	5	49	ASST. ENGINEER	24/08/1967	10/05/1989	01/09/2025	72800	122998.68
6	14801	212933	SANJAY NIVRUTTI SHINDE	46	7	DEPUTY ENGINEER	05/04/1969	10/05/1989	01/05/2027	70900	117825.30
7	14801	213039	SAI SANTOSH BANE	38	68	A.ADMIN.OFFICER	03/11/1967	01/01/1990	01/12/2025	50500	79932.40
8	14801	213108	P N CHAVAN	46	7	DEPUTY ENGINEER	01/06/1965	07/12/1989	01/06/2023	69300	100638.60
9	14801	213112	ARTI SUGANDH TAWDE	37	125	SUPERVISOR (P)	24/06/1969	28/12/1988	01/07/2027	42575	65101.80
10	14801	213223	TARIQUE KASAM SURVE	46	7	DEPUTY ENGINEER	05/11/1966	08/05/1990	01/12/2024	69300	113021.60
11	14801	213285	AJIT VASANT KULKARNI	46	7	DEPUTY ENGINEER	09/12/1969	10/09/1990	01/01/2028	67750	96997.50
12	14801	213332	RAJENDRA VASANT PANCHAL	46	7	DEPUTY ENGINEER	01/01/1966	19/01/1991	01/01/2024	66250	108630.80
13	14801	213334	SANJAY AMBADAS WANI	46	7	DEPUTY ENGINEER	19/06/1968	16/01/1991	01/07/2026	66250	108539.80
14	14801	214452	VINOD VILAS JADHAV	35	26	SHOP RECORDER	02/01/1969	02/11/1993	01/02/2027	36690	57229.28
15	14801	214479	SATISH SHAMRAO VALIV	46	7	DEPUTY ENGINEER	01/06/1968	24/11/1993	01/06/2026	57800	98173.90
16	14801	214499	A B JAGTAP	45	16	SUB ENGINEER	20/03/1972	24/11/1993	01/04/2030	57550	102714.00
17	14801	214501	SUDHIR BALKRISHNA KOKATE	45	16	SUB ENGINEER	12/11/1970	24/11/1993	01/12/2028	57550	95594.00
18	14801	214567	S R DABHOLKAR	45	16	SUB ENGINEER	08/12/1968	22/12/1993	01/01/2027	57550	95664.00
19	14801	214649	MAHENDRA NARAYAN SHIRKE	45	16	SUB ENGINEER	03/03/1966	03/02/1994	01/04/2024	57550	95594.00
20	14801	214651	ANAND NIVRUTTI BHOSALE	45	16	SUB ENGINEER	06/11/1971	05/02/1994	01/12/2029	57550	96794.00
21	14801	214674	AKBAR SHAKEEL KHAN	45	16	SUB ENGINEER	12/04/1972	25/02/1994	01/05/2030	57550	83234.00
22	14801	214763	SHIVAJI TUKARAM WAGH	45	104	SUB.ENG.(P)	01/08/1971	29/11/1994	01/08/2029	56250	93726.00
23	14801	214841	S J LOHAR	45	16	SUB ENGINEER	20/04/1969	01/02/1995	01/05/2027	56250	96406.00
24	14801	214880	DILIP GANPAT SURYAWANSHI	45	104	SUB.ENG.(P)	03/06/1968	14/02/1995	01/07/2026	56250	93732.50
25	14801	214929	VENKATESH KRISHNARO KULKARNI	45	104	SUB.ENG.(P)	19/02/1967	30/06/1995	01/03/2025	50200	73225.50
26	14801	214930	FIROJ BADSHAH MULLA	45	105	SUB.ENG.(P)	16/03/1974	30/06/1995	01/04/2032	56250	98830.77

SRNO	PAYSHEET	CHECKNO	NAME	GRADECD	DESIGCD	DESIGNATION	BIRTHDT	JOINTD	RTRDT	BASIC	GROSS_SAL
27	14801	214945	ANIL GAJANAN KOYANDE	45	104	SUB.ENG.(P)	14/04/1972	04/09/1995	01/05/2030	51350	97902.90
28	14801	214948	A A R MOMIN	45	104	SUB.ENG.(P)	09/02/1968	04/09/1995	01/03/2026	51350	97885.06
29	14801	214965	KRISHNA MARUTI GORULE	45	104	SUB.ENG.(P)	01/06/1971	04/09/1995	01/06/2029	51350	90762.10
30	14801	214967	MOHD IRFAN USMAN RAKHANGI	45	104	SUB.ENG.(P)	05/06/1972	04/09/1995	01/07/2030	51350	98452.04
31	14801	215004	MUKUNDRAO PANDITRAO NIKAM	45	104	SUB.ENG.(P)	08/06/1967	20/09/1995	01/07/2025	51350	103165.08
32	14801	215005	VISHWASRAO BHATERAO MORE	45	104	SUB.ENG.(P)	16/06/1972	20/09/1995	01/07/2030	50200	101143.89
33	14801	215153	SHARAD NARAYAN PAWAR	4	32	SUPDT.ES	17/06/1971	07/08/1997	01/07/2029	66450	108387.40
34	14801	215154	MUKHTAR AHMED MOHAMED MUNSARIM KHAN	45	104	SUB.ENG.(P)	05/10/1973	12/12/1996	01/11/2031	47950	69872.80
35	14801	215410	RAJESH BHAGWAT ZOPE	4	32	SUPDT.ES	20/03/1970	22/07/1998	01/04/2028	64950	103984.00
36	14801	215416	ANIL PARASHARAM TARIHALKAR	45	104	SUB.ENG.(P)	23/11/1972	13/11/1997	01/12/2030	46850	67083.90
37	14801	215425	LAXMAN GANPATI INDULKAR	45	104	SUB.ENG.(P)	10/05/1973	13/11/1997	01/06/2031	46850	72333.90
38	14801	215505	A V GHEVADE	45	16	SUB ENGINEER	01/06/1971	03/01/1998	01/06/2029	47950	78668.20
39	14801	215540	AMAN CHANDRAKANT DALVI	37	126	SUPERVISOR (P)	08/06/1978	29/05/1998	01/07/2036	39335	60855.55
40	14801	215562	GOVIND HARISHCHANDRA DALVI	45	104	SUB.ENG.(P)	01/06/1976	18/07/1998	01/06/2034	46850	67643.90
41	14801	215587	BHARATRAJ BHAGAWATI PRASAD YADAV	45	104	SUB.ENG.(P)	07/01/1973	29/08/1998	01/02/2031	46850	76453.90
42	14801	215604	ASHFAQ HUSAIN KHAN SARNAIK	45	104	SUB.ENG.(P)	16/09/1975	09/09/1998	01/10/2033	46850	86743.90
43	14801	215606	RAMESH YASHWANT JAMSUTKAR	45	16	SUB ENGINEER	30/05/1972	09/09/1998	01/06/2030	47950	69078.20
44	14801	215610	MAHAMMADYASEEN SULEMAN SHAIKH	45	104	SUB.ENG.(P)	20/07/1971	10/09/1998	01/08/2029	46850	68763.90
45	14801	215625	HEMANT D PATIL	45	104	SUB.ENG.(P)	13/06/1975	12/09/1998	01/07/2033	46850	76453.90
46	14801	215714	SANJAY RAGHUNATH PATIL	45	104	SUB.ENG.(P)	25/10/1975	28/12/1998	01/11/2033	45800	65752.50
47	14801	215737	HAFIZUDDIN BASHIRUDDIN SHAIKH	45	104	SUB.ENG.(P)	24/03/1975	19/03/1999	01/04/2033	45800	65752.50
48	14801	215926	SACHIN SHANTARAM TAKKE	37	126	SUPERVISOR (P)	26/05/1978	11/01/2000	01/06/2036	36345	56156.13
49	14801	215966	SANGEETA SANJAY MALWANKAR	37	128	SUPERVISOR (P)	10/05/1967	24/04/2000	01/06/2025	35630	49365.04
50	14801	215970	MUKESH JAGDISH CHETIWAL	37	126	SUPERVISOR (P)	04/06/1978	24/04/2000	01/07/2036	35630	54055.41
51	14801	216008	MAHESH UTTAM PISAL	45	104	SUB.ENG.(P)	21/10/1979	01/04/2002	01/11/2037	42750	61385.90
52	14801	216009	SHAHID SHABBIR SHAIKH	45	104	SUB.ENG.(P)	01/06/1980	01/04/2002	01/06/2038	45800	77572.50
53	14801	216018	SANDESH SHIVAJI LEMBHE	37	126	SUPERVISOR (P)	06/03/1969	02/11/2004	01/04/2027	31015	41779.65
54	14801	216582	PRASHANT SAHEBRAO PAVSHE	46	7	DEPUTY ENGINEER	12/05/1980	02/04/2007	01/06/2038	47100	68613.80
55	14801	216773	K R DABERAO	4	80	SUPDT.ELEC.	02/07/1979	25/09/2007	01/08/2037	58000	94527.67
56	14801	216801	S G GAWADE	45	104	SUB.ENG.(P)	06/07/1976	16/05/2008	01/08/2034	42750	61385.90

SRNO	PAYSHEET	CHECKNO	NAME	GRADECD	DESIGCD	DESIGNATION	BIRTHDT	JOINDT	RTRDT	BASIC	GROSS_SAL
57	14801	216812	SATISH PARSHURAM MHATRE	45	104	SUB.ENG.(P)	13/09/1973	16/05/2008	01/10/2031	42750	69935.90
58	14801	216883	YOGESH BHARAT GAYKAWAD	45	104	SUB.ENG.(P)	20/07/1975	21/04/2009	01/08/2033	41800	69101.20
59	14801	216895	SANDEEP DNYANDEO KUMBHAR	46	7	DEPUTY ENGINEER	19/02/1983	12/12/2008	01/03/2041	46050	67282.40
60	14801	216922	G S WAHANE	18	4	CHARGE ENG	19/05/1987	21/04/2009	01/06/2045	40200	55252.80
61	14801	216968	HARSHAVARDHAN YESHVANT BABUJAYA	18	4	CHARGE ENG	17/08/1974	23/09/2009	01/09/2032	39300	64371.90
62	14801	216970	V K MOKASHI	18	4	CHARGE ENG	14/02/1979	23/09/2009	01/03/2037	39300	67591.90
63	14801	217058	SANGRAMSINGH DINKARRAO BARAVKAR	46	7	DEPUTY ENGINEER	13/01/1988	01/12/2009	01/02/2046	45000	68551.30
64	14801	217059	MANGESH SAMBHAJI ZAJAM	46	7	DEPUTY ENGINEER	16/02/1982	01/12/2009	01/03/2040	45000	65951.30
65	14801	217066	MRUNAL MADHUKAR WADATKAR	46	7	DEPUTY ENGINEER	03/02/1987	01/12/2009	01/03/2045	45000	68551.30
66	14801	217078	NADACKAL CAROLINE JOHN	46	7	DEPUTY ENGINEER	30/12/1987	01/12/2009	01/01/2046	45000	74501.30
67	14801	217087	MANOJKUMAR PANDHARI INGLE	46	7	DEPUTY ENGINEER	22/12/1979	01/12/2009	01/01/2038	45000	66951.30
68	14801	217168	NEVAREKAR SANJAY JAYWANT	18	4	CHARGE ENG	30/12/1983	19/04/2010	01/01/2042	40200	57652.80
69	14801	217185	NITIN VITHAL PRABHU	46	7	DEPUTY ENGINEER	06/06/1982	03/05/2010	01/07/2040	47100	78033.80
70	14801	217189	BHUSHAN SURESHRAO BHOYAR	18	4	CHARGE ENG	09/10/1986	03/05/2010	01/11/2044	40200	65692.80
71	14801	217212	ANANTA PANDURANG THAKUR	18	4	CHARGE ENG	26/06/1987	01/06/2010	01/07/2045	40200	59682.80
72	14801	217213	ZAGADE SHAILESH KRISHNA	18	4	CHARGE ENG	07/04/1983	01/06/2010	01/05/2041	40200	58212.80
73	14801	217243	MHATRE RAKESH PRABHAKAR	46	7	DEPUTY ENGINEER	18/11/1986	01/07/2010	01/12/2044	45000	74951.30
74	14801	217252	SHYAMAL AMIT PARKHE	18	4	CHARGE ENG	15/09/1981	15/07/2010	01/10/2039	40200	65692.80
75	14801	217253	WAGHMARE FAKIRA ZIBAL	18	4	CHARGE ENG	01/07/1975	15/07/2010	01/07/2033	40200	57652.80
76	14801	217262	SADANAND SHIVAJI GHATOL	18	4	CHARGE ENG	12/11/1987	02/08/2010	01/12/2045	40200	57652.80
77	14801	217263	SHEETAL AMAR SATPUTE	18	4	CHARGE ENG	21/06/1987	02/08/2010	01/07/2045	40200	65692.80
78	14801	217276	RAVI GAUTAM HUMANE	18	4	CHARGE ENG	27/11/1986	01/09/2010	01/12/2044	40200	65582.80
79	14801	217290	TUSHAR RAMCHANDRA SHESH	46	7	DEPUTY ENGINEER	01/06/1984	05/10/2010	01/06/2042	44000	65483.40
80	14801	217292	SWARUP BABANRAO GODGHATE	18	4	CHARGE ENG	25/05/1985	05/10/2010	01/06/2043	39300	64371.90
81	14801	217369	YUVRAJ JAGANNATH HEROLE	46	7	DEPUTY ENGINEER	31/05/1980	17/02/2011	01/06/2038	44000	74183.40
82	14801	217472	SONAVALE RAHUL SURESH	46	7	DEPUTY ENGINEER	30/08/1984	16/12/2011	01/09/2042	43000	72815.80
83	14801	217499	BALESHWAR MANOHAR NAVGHARE	18	4	CHARGE ENG	24/11/1981	13/04/2012	01/12/2039	38400	63210.70
84	14801	280810	ROHINI ARJUN BAIT	32	159	JAMADAR (P)	28/08/1978	02/01/2001	01/09/2036	30635	40919.40
85	14801	323539	SADANAND BUWA MANE	18	4	CHARGE ENG	14/04/1970	13/10/1992	01/05/2028	47150	82901.90
86	14801	402606	NILESH CHANDRAKANT BHADEKAR	17	66	FOREMAN JOINTER	31/07/1967	19/08/1991	01/08/2025	44425	120091.81
87	14801	402668	PARSHURAM M PALSHIKAR	46	7	DEPUTY ENGINEER	24/12/1977	18/11/2005	01/01/2036	46050	77692.40

SRNO	PAYSHEET	CHECKNO	NAME	GRADECD	DESIGCD	DESIGNATION	BIRTHDT	JOINTD	RTRDT	BASIC	GROSS_SAL
88	14801	404104	DAGRE SAMEER GOVIND	45	104	SUB.ENG.(P)	25/02/1973	20/12/1999	01/03/2031	42750	69935.90
89	14801	404145	SHINDE YOGESH PANDHARI	45	104	SUB.ENG.(P)	29/09/1976	24/09/2005	01/10/2034	42750	61385.90
90	14801	404154	VILAS SADASHIV SAWANT	45	104	SUB.ENG.(P)	18/02/1976	08/08/2006	01/03/2034	41800	68541.20
91	14801	404375	PRABHAKAR MARUTI WADIKAR	18	4	CHARGE ENG	01/06/1965	13/08/1990	01/06/2023	50500	72161.40
92	14801	404376	PRASHANT BHALCHANDRA CHURI	18	4	CHARGE ENG	16/10/1967	13/08/1990	01/11/2025	49350	80644.30
93	14801	404381	M D GHOSALKAR	18	5	F'MN.G/C.E	23/02/1967	13/08/1990	01/03/2025	56550	92404.70
94	14801	404389	HARESH LEKHRAJ ALIMCHANDANI	18	4	CHARGE ENG	13/02/1968	04/03/1991	01/03/2026	50500	83279.20
95	14801	404403	SAHADEO BHANUDAS DHURI	18	4	CHARGE ENG	07/10/1969	03/05/1993	01/11/2027	45050	74706.20
96	44801	322114	SANDEEPAN DNYANDEO INDALKAR	24	184	SR MV DRIVER(P)	20/02/1966	05/06/1990	01/03/2024	15020	53319.86
97	44801	322520	RAMCHANDRA BHAGAJI BHAWARI	14	179	SR MUCCADAM (P)	03/07/1969	21/03/1991	01/08/2027	37545	73010.30
98	44801	322616	ARJUN EKNATH BALGUDE	24	184	SR MV DRIVER(P)	05/07/1967	27/12/1991	01/08/2025	38175	67642.36
99	44801	322643	RAMCHANDRA KISAN SHINDE	24	184	SR MV DRIVER(P)	01/06/1970	06/01/1992	01/06/2028	38175	62410.18
100	44801	322644	SHANTARAM JAGANNATH SANAS	24	184	SR MV DRIVER(P)	13/11/1966	28/12/1991	01/12/2024	38175	64121.08
101	44801	322658	SADASHIVA SIDDU MOOLYA	24	184	SR MV DRIVER(P)	01/07/1966	04/01/1992	01/07/2024	38175	63621.58
102	44801	322659	ANKUSH BHAVSO SHINDE	24	184	SR MV DRIVER(P)	02/06/1967	04/01/1992	01/07/2025	38175	76781.31
103	44801	322679	SANJAY NAMDEO BHILARE	24	184	SR MV DRIVER(P)	01/06/1967	09/01/1992	01/06/2025	38175	62149.81
104	44801	322682	GANGADHAR BRAMAIAH CHARI	24	184	SR MV DRIVER(P)	10/02/1967	09/01/1992	01/03/2025	38175	61192.11
105	44801	323765	SUDHAKAR HANMANT NEVASE	24	184	SR MV DRIVER(P)	12/12/1965	10/02/1994	01/01/2024	37425	64107.49
106	44801	324362	SAMADHAN SHRIMANT AUTADE	24	184	SR MV DRIVER(P)	05/01/1969	12/03/1997	01/02/2027	35265	58135.77
107	44801	324369	HARISH GOVIND JOSHI	13	23	PAINTER SR	29/05/1970	29/07/1995	01/06/2028	35640	56258.33
108	44801	324481	ASHOK JOTIRAM MANE	24	184	SR MV DRIVER(P)	01/06/1965	27/05/1997	01/06/2023	35265	53150.02
109	44801	324615	BABASAHEB JAYWANT KARKHELE	24	184	SR MV DRIVER(P)	01/06/1969	31/03/1999	01/06/2027	33895	59063.88
110	44801	324912	RAJENDRA MUGUTRAO KADAM	24	184	SR MV DRIVER(P)	16/03/1965	22/10/1999	01/04/2023	33230	58728.14
111	44801	325454	CHANDRAKANT DATTATRAY PARAB	24	184	SR MV DRIVER(P)	12/07/1966	19/10/2004	01/08/2024	30700	53204.88
112	44801	325455	LAXMAN MAHADEO PHADTARE	24	184	SR MV DRIVER(P)	28/10/1970	19/10/2004	01/11/2028	30700	48934.22
113	44801	325457	MEHTAB SHAZAD HUSAIN KHAN	24	184	SR MV DRIVER(P)	18/12/1972	19/10/2004	01/01/2031	30700	60518.41
114	44801	325466	SURESH RAMU SATHE	24	184	SR MV DRIVER(P)	20/10/1964	19/10/2004	01/11/2022	30700	48767.44
115	44801	325564	SACHIN GANGARAM KANGANE	24	184	SR MV DRIVER(P)	10/11/1976	26/10/2006	01/12/2034	29510	49768.62
116	44801	325609	JAVEED NASIR SHAIKH	24	184	SR MV DRIVER(P)	17/06/1973	20/10/2008	01/07/2031	28365	54594.61
117	44801	402643	RAJENDRA KRISHNA KUMBHAR	15	44	JOINTER	21/03/1977	04/01/2007	01/04/2035	31725	62213.62
118	44801	402661	S D AMBRE	14	115	SR MASON (P)	18/10/1978	10/09/2008	01/11/2036	29025	50315.71

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119	44801	402665	MANJUL POPATRAO GARJE	16	144	JOINTER SR (P)	15/03/1979	08/03/2004	01/04/2037	34625	68462.77
120	44801	402678	KIRAN MARUTI KATKADE	16	144	JOINTER SR (P)	02/06/1979	23/04/2008	01/07/2037	32625	68238.66
121	44801	402689	MANDAR UDAY RANE	15	47	SR JNT MATE	11/07/1986	26/11/2008	01/08/2044	29895	61877.46
122	44801	402695	KALPESH RAJARAM GHANEKAR	14	42	JOINT MATE	07/12/1987	03/12/2009	01/01/2046	28455	60626.53
123	44801	402704	PRANAV GAJANAN SAWANT	15	44	JOINTER	06/11/1989	09/02/2010	01/12/2047	29895	66505.56
124	44801	402724	KALURAM KISAN JADHAV	15	44	JOINTER	03/07/1986	23/03/2011	01/08/2044	29895	58755.76
125	44801	402737	HARESH KARUN HAMBIR	15	44	JOINTER	24/05/1988	23/03/2011	01/06/2046	28735	51285.83
126	44801	402743	MILIND SHARAD HALDANKAR	15	44	JOINTER	03/12/1981	08/06/2011	01/01/2040	29895	58546.68
127	44801	402749	RAJKUMAR SAMBHAJI HIRE	15	44	JOINTER	16/01/1979	04/06/2012	01/02/2037	29310	41215.50
128	44801	402759	PARSHURAM VITHAL DALVI	14	42	JOINT MATE	14/07/1977	19/06/2014	01/08/2035	27350	58181.43
129	44801	402766	TUSHAR SURESH PRABHUDESAI	14	42	JOINT MATE	22/11/1984	19/06/2014	01/12/2042	26290	53113.67
130	44801	402779	ASHISH ASHOK LOHAKARE	14	42	JOINT MATE	18/05/1991	19/06/2014	01/06/2049	27350	43992.98
131	44801	402790	UMAR YASIN MUKADAM	14	42	JOINT MATE	22/07/1986	26/02/2015	01/08/2044	25775	58436.54
132	44801	402791	YOGESH DIPAK DHADIA	14	42	JOINT MATE	25/09/1990	26/02/2015	01/10/2048	25775	59840.00
133	44801	402794	GANESH SHIVRAM DHOBLE	14	42	JOINT MATE	22/09/1986	12/07/2016	01/10/2044	25270	45619.39
134	44801	402852	DADASO YUVRAJ DHALE	15	84	FITTER SR	28/11/1984	22/04/2013	01/12/2042	27620	58969.53
135	44801	402856	KIRAN AMBADAS GARJE	15	84	FITTER SR	14/05/1987	22/04/2013	01/06/2045	27620	41645.75
136	44801	402857	MANOJ DASHRATH PAWAR	14	83	FITTER	15/06/1991	23/04/2013	01/07/2049	26815	49260.53
137	44801	404044	UDAY PANDURANG PARAB	15	83	FITTER	25/04/1969	21/11/1994	01/05/2027	38675	62366.00
138	44801	408483	SANJEEVAIH POSHANNA DONDULLA	15	44	JOINTER	05/02/1966	06/10/1990	01/03/2024	37915	76473.93
139	44801	408638	GAUTAM SADASHIV JADHAV	13	79	MUCCADAM	03/10/1964	14/06/1991	01/11/2022	36355	62589.30
140	44801	408700	PRAKASH RAMCHANDRA JADHAV	12	170	SR NAWGHANY(P)	10/10/1967	09/07/1991	01/11/2025	36620	63729.90
141	44801	408875	PADMAKAR GANGARAM MOHITE	11	70	NAWGHANY	15/07/1966	08/04/1992	01/08/2024	29110	40912.66
142	44801	408895	LAMUVEL ADAM KAMBLE	12	170	SR NAWGHANY(P)	03/07/1968	02/04/1992	01/08/2026	33830	58632.18
143	44801	408917	SURESH NARAYAN RANE	12	170	SR NAWGHANY(P)	27/06/1966	06/04/1992	01/07/2024	35900	70264.83
144	44801	408928	NANDKUMAR R KHAVALA	12	170	SR NAWGHANY(P)	26/10/1969	03/04/1992	01/11/2027	35900	60909.97
145	44801	408939	SIDDHARTH KESHAV PAWAR	12	170	SR NAWGHANY(P)	28/04/1967	06/04/1992	01/05/2025	35900	61209.91
146	44801	408940	PRAMOD JAYRAM RAKSHE	12	170	SR NAWGHANY(P)	25/04/1968	03/04/1992	01/05/2026	35900	63397.26
147	44801	408969	PRADEEP DINABANDHU DAS	12	170	SR NAWGHANY(P)	17/01/1968	02/04/1992	01/02/2026	35900	85467.43
148	44801	408983	VILAS BHIKU KHAIRE	12	170	SR NAWGHANY(P)	01/06/1965	03/04/1992	01/06/2023	35900	84838.62
149	44801	408997	PRALHAD JAIRAM KOYANDE	15	44	JOINTER	29/11/1967	20/04/1992	01/12/2025	38675	72671.30

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150	44801	409006	MAHENDRA SITARAM JAISWAR	12	170	SR NAWGHANY(P)	22/06/1966	01/06/1992	01/07/2024	35900	52547.13
151	44801	409023	RAJIAH N DEETI	15	44	JOINTER	10/02/1967	03/04/1992	01/03/2025	37170	85968.13
152	44801	409038	RAMCHANDRA SHAMRAO NANGARE	14	42	JOINT MATE	10/05/1965	09/04/1992	01/06/2023	38295	68969.87
153	44801	409041	DATTA GANPAT BHOR	14	42	JOINT MATE	21/05/1967	02/04/1992	01/06/2025	37545	99262.72
154	44801	409108	RICHARD GEORGE JOSEPH FRANCO	12	170	SR NAWGHANY(P)	04/09/1967	03/04/1992	01/10/2025	35900	89136.02
155	44801	409126	SAYAJI DNYANU GHOLAP	12	170	SR NAWGHANY(P)	01/06/1967	08/04/1992	01/06/2025	35900	53761.88
156	44801	409139	BHIMRAO NAMDEV MUDALE	13	79	MUCCADAM	28/12/1968	28/04/1992	01/01/2027	34255	7408.26
157	44801	409180	DAS GANGARAM NERA	12	170	SR NAWGHANY(P)	11/12/1964	06/04/1992	01/01/2023	35900	66885.20
158	44801	409181	ATMARAM BABAN UBALE	11	70	NAWGHANY	11/02/1965	08/04/1992	01/03/2023	26890	137.15
159	44801	409182	RAMESH SHIVRAM KADAM	15	183	SR FITTER (P)	01/06/1965	28/04/1992	01/06/2023	37170	52459.80
160	44801	409247	JAGGANNATH SHANKAR SURVE	11	70	NAWGHANY	17/02/1967	31/07/1992	01/03/2025	30890	42315.63
161	44801	409276	SHYAMNARAYAN SRIRAM CHAURASIA	12	170	SR NAWGHANY(P)	13/11/1968	30/07/1992	01/12/2026	35900	69051.16
162	44801	409279	SUSHILKUMAR SURAJBALI JAISWAR	12	170	SR NAWGHANY(P)	02/02/1968	01/06/1992	01/03/2026	35900	64845.74
163	44801	409313	ANSAR RAJA KHAN	12	170	SR NAWGHANY(P)	16/11/1969	24/06/1992	01/12/2027	35900	64633.16
164	44801	409333	VINAY PANDURANG PAWAR	12	170	SR NAWGHANY(P)	17/11/1969	01/06/1992	01/12/2027	35900	56487.32
165	44801	409351	SANJAY TUKARAM NAIK	12	170	SR NAWGHANY(P)	27/02/1967	22/06/1992	01/03/2025	35900	78302.51
166	44801	409357	MAHESH RAJARAM MEJARI	15	183	SR FITTER (P)	25/09/1967	21/05/1992	01/10/2025	37170	66319.16
167	44801	409358	FRANCIS XAVIER MUNUEL MORAES	12	170	SR NAWGHANY(P)	19/11/1967	01/08/1992	01/12/2025	35900	58540.38
168	44801	409359	ASHOK MAHADEO BORHADE	12	170	SR NAWGHANY(P)	05/03/1968	04/08/1992	01/04/2026	35900	62589.52
169	44801	409360	SURYAKANT ANAND YADAV	14	42	JOINT MATE	11/04/1968	03/08/1992	01/05/2026	37545	73348.47
170	44801	409362	MOHD KALEEM MASIUDDIN ANSARI	12	170	SR NAWGHANY(P)	30/07/1968	01/06/1992	01/08/2026	35900	76109.96
171	44801	409364	MAHESH SITARAM BORKAR	12	170	SR NAWGHANY(P)	08/01/1969	01/06/1992	01/02/2027	35900	70708.86
172	44801	409375	SUHAS SITARAM ZAGADE	15	44	JOINTER	16/10/1969	28/05/1992	01/11/2027	38675	69884.77
173	44801	409377	ANIL VITTHAL JEKTE	12	170	SR NAWGHANY(P)	07/01/1970	26/06/1992	01/02/2028	35900	53892.24
174	44801	409396	RAJENDRA M KUMBHAR	12	170	SR NAWGHANY(P)	03/02/1968	28/08/1992	01/03/2026	35900	53363.60
175	44801	409402	SUNIL RAGHUNATH AHIRE	12	170	SR NAWGHANY(P)	20/08/1968	13/08/1992	01/09/2026	35900	92284.25
176	44801	409407	SANDIP BHIMRAO GANGURDE	11	70	NAWGHANY	07/02/1969	29/07/1992	01/03/2027	33440	47718.85
177	44801	409413	NITIN KESHAV SAWANT	12	170	SR NAWGHANY(P)	26/11/1969	21/05/1992	01/12/2027	35900	58974.85
178	44801	409415	DEEPCHAND TIRATH JAISWAR	12	170	SR NAWGHANY(P)	01/01/1970	25/07/1992	01/01/2028	35900	62541.36
179	44801	409424	RAJESH K SHRIWASTAV	12	170	SR NAWGHANY(P)	23/02/1965	23/09/1992	01/03/2023	35195	69037.95
180	44801	409435	RAMESH RATILAL PATEL	12	170	SR NAWGHANY(P)	29/11/1967	01/06/1992	01/12/2025	35900	65418.31

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181	44801	409440	MURALI MALLANNA THOGARE	15	44	JOINTER	20/07/1968	04/06/1992	01/08/2026	38675	58375.00
182	44801	409461	SHARAD KESHAV PATIL	12	170	SR NAWGHANY(P)	28/09/1966	28/05/1992	01/10/2024	35900	62844.78
183	44801	409464	SATISH S CHAVAN	12	170	SR NAWGHANY(P)	14/08/1967	21/08/1992	01/09/2025	35195	44711.17
184	44801	409466	PRAKASH LAXMAN VAIRAT	12	170	SR NAWGHANY(P)	29/03/1968	28/05/1992	01/04/2026	35900	71224.89
185	44801	409467	PRADIP RAJARAM KHEDEKAR	12	170	SR NAWGHANY(P)	31/05/1968	05/06/1992	01/06/2026	35195	66119.25
186	44801	409492	VASANT SUDAM KAMBLE	11	70	NAWGHANY	03/08/1966	25/09/1992	01/09/2024	13130	52081.52
187	44801	409494	ANANT DEU SAKPAL	12	170	SR NAWGHANY(P)	25/12/1966	13/08/1992	01/01/2025	35900	63715.80
188	44801	409499	SHAJI SUKUMARAN	12	170	SR NAWGHANY(P)	12/03/1967	24/09/1992	01/04/2025	35195	73861.25
189	44801	409501	ANIL GANGARAM JADHAV	12	170	SR NAWGHANY(P)	01/06/1967	20/08/1992	01/06/2025	35900	58231.93
190	44801	409502	SITARAM BHIWA PAWAR	12	170	SR NAWGHANY(P)	01/06/1967	03/12/1992	01/06/2025	35195	61057.21
191	44801	409503	RAJENDRA SHAMRAO BHOSALE	12	170	SR NAWGHANY(P)	01/06/1967	11/08/1992	01/06/2025	35900	63052.21
192	44801	409507	SAYED HASNAIN ALI ABRAR HUSSAIN RIZVI	12	170	SR NAWGHANY(P)	03/09/1967	11/08/1992	01/10/2025	35900	58456.37
193	44801	409515	VIJAY SADASHIV NICHAM	12	170	SR NAWGHANY(P)	13/05/1968	11/08/1992	01/06/2026	35900	83249.44
194	44801	409524	CHANDRAVADAN DADA GAIKWAD	12	170	SR NAWGHANY(P)	04/01/1969	17/08/1992	01/02/2027	35900	69301.75
195	44801	409528	MANGESH SHANTARAM PARAB	12	170	SR NAWGHANY(P)	15/03/1969	13/08/1992	01/04/2027	35900	62688.52
196	44801	409529	ARVINDKUMAR RAMLOCHAN SINGH	12	170	SR NAWGHANY(P)	01/04/1969	16/11/1992	01/04/2027	35195	60752.45
197	44801	409537	GAUTAM GANGARAM MOHITE	12	170	SR NAWGHANY(P)	20/06/1969	16/11/1992	01/07/2027	35195	57290.74
198	44801	409541	SANJAY GANPAT ETAM	11	70	NAWGHANY	29/09/1969	04/12/1992	01/10/2027	29690	37255.93
199	44801	409544	RAVINDRA BABLYA PAWAR	12	170	SR NAWGHANY(P)	30/11/1969	18/11/1992	01/12/2027	35195	58805.71
200	44801	409562	VISHWANATH JANARDHAN SHIRKE	12	170	SR NAWGHANY(P)	15/10/1970	14/08/1992	01/11/2028	35900	58218.40
201	44801	409571	SAYANNA BAJANNA CHENNAVOYINA	12	170	SR NAWGHANY(P)	12/07/1968	11/08/1992	01/08/2026	35195	41310.09
202	44801	409578	BUDDHADAS RUPAJI JADHAV	12	170	SR NAWGHANY(P)	01/01/1968	29/07/1992	01/01/2026	35900	101366.48
203	44801	409588	HANUMANT SAKHARAM LAKADE	12	170	SR NAWGHANY(P)	01/06/1965	30/12/1992	01/06/2023	35195	59034.09
204	44801	409589	TULSIRAM SHRIRAMRAJ YADAV	12	170	SR NAWGHANY(P)	03/05/1966	16/02/1993	01/06/2024	35195	83032.81
205	44801	409591	RAMESH LIMBANNA YATA	14	42	JOINT MATE	12/05/1967	03/12/1992	01/06/2025	36090	75711.41
206	44801	409594	SUNIL VISHWANATH SHENDE	12	170	SR NAWGHANY(P)	05/04/1968	11/08/1992	01/05/2026	35195	62916.47
207	44801	409607	RAJU VASANT AUSARE	12	170	SR NAWGHANY(P)	26/11/1970	03/12/1992	01/12/2028	35195	3770.97
208	44801	409627	DEEPAK BHIKAJI JADHAV	12	170	SR NAWGHANY(P)	13/04/1969	03/12/1992	01/05/2027	35195	81873.07
209	44801	409652	MOHAN NARAYAN GHANEKAR	12	170	SR NAWGHANY(P)	29/09/1966	04/12/1992	01/10/2024	34505	47501.42
210	44801	409668	AJAYKUMAR RAMRUP SINGH	12	170	SR NAWGHANY(P)	21/02/1966	16/11/1992	01/03/2024	35195	54373.60
211	44801	409676	IBRAHIM MOHAMMED SHOUKAT KHAN	12	170	SR NAWGHANY(P)	21/06/1970	11/08/1992	01/07/2028	35900	51994.91

SRNO	PAYSHEET	CHECKNO	NAME	GRADECD	DESIGCD	DESIGNATION	BIRTHDT	JOINDT	RTRDT	BASIC	GROSS_SAL
212	44801	409680	NARASAYYA RAJANNA POTHULA	11	70	NAWGHANY	30/12/1965	05/03/1993	01/01/2024	32785	57190.86
213	44801	409685	PRADIP DIGAMBAR ACHAREKAR	12	170	SR NAWGHANY(P)	04/05/1965	13/08/1992	01/06/2023	35900	90300.50
214	44801	409726	MAHADEO ANNA NANAWARE	12	170	SR NAWGHANY(P)	05/06/1967	01/12/1992	01/07/2025	35195	58798.60
215	44801	409740	ASHISH RAMCHANDRA RAJPUT	11	70	NAWGHANY	03/07/1967	03/02/1993	01/08/2025	32785	52959.47
216	44801	409747	DATTARAM RAJARAM THARWAL	12	170	SR NAWGHANY(P)	17/12/1964	16/11/1992	01/01/2023	34505	-5578.27
217	44801	409753	PRAKASH SHANKAR JADHAV	12	170	SR NAWGHANY(P)	21/01/1968	03/12/1992	01/02/2026	35195	60942.78
218	44801	409764	SANTOSH VITHAL JAGDHANE	12	170	SR NAWGHANY(P)	20/10/1967	03/12/1992	01/11/2025	35195	60063.85
219	44801	409775	MANOHAR GANGARAM GAJARMAL	12	170	SR NAWGHANY(P)	20/09/1966	12/05/1993	01/10/2024	35195	64588.46
220	44801	409786	KISHOR GAURAJI TAMBE	12	170	SR NAWGHANY(P)	07/02/1969	11/03/1993	01/03/2027	35195	59147.08
221	44801	409840	PRAMOD HARISHCHANDRA TODANKAR	13	79	MUCCADAM	09/08/1966	25/06/1993	01/09/2024	36355	61575.98
222	44801	410043	POPAT BALU KAMBLE	12	170	SR NAWGHANY(P)	19/01/1971	16/12/1997	01/02/2029	27205	39782.58
223	44801	410249	SHANKAR SUKHIRAM KACHI	13	79	MUCCADAM	10/06/1969	04/09/1995	01/07/2027	32925	50034.02
224	44801	410287	DILIP TUKARAM SHINDE	14	123	SR PAINTER (P)	15/09/1969	21/11/1995	01/10/2027	34685	48787.10
225	44801	410350	SHANTARAO BAJANNA KUNA	12	170	SR NAWGHANY(P)	10/08/1969	14/03/1997	01/09/2027	33165	47296.89
226	44801	410380	SANJAY B TAMBE	15	44	JOINTER	12/03/1970	02/05/1997	01/04/2028	35025	80181.06
227	44801	410395	PRABHAKAR MUTHAYANNA TALARI	12	170	SR NAWGHANY(P)	16/12/1970	16/12/1997	01/01/2029	32515	78116.32
228	44801	410485	VIJAY TATYABHAU MANE	12	170	SR NAWGHANY(P)	22/12/1971	25/06/1997	01/01/2030	33165	60737.87
229	44801	410730	VISHRAM DHAKU BHERE	12	170	SR NAWGHANY(P)	03/08/1966	26/12/1997	01/09/2024	32515	57740.80
230	44801	410761	BALKRUSHNA SADASHIV KAMBLE	12	170	SR NAWGHANY(P)	17/11/1968	11/02/1998	01/12/2026	32515	45920.36
231	44801	410765	PRAKASH RAJARAM SHIVGAN	14	42	JOINT MATE	03/11/1966	13/02/1998	01/12/2024	33340	74826.20
232	44801	410779	UDAY JAYRAM PAWAR	15	44	JOINTER	01/06/1978	11/04/1998	01/06/2036	35025	80424.78
233	44801	410804	SUSHIL MANOHAR PATIL	12	170	SR NAWGHANY(P)	05/04/1971	13/04/1998	01/05/2029	32515	60394.03
234	44801	410805	ARUN L NAIK	12	170	SR NAWGHANY(P)	17/09/1973	13/04/1998	01/10/2031	32515	51138.64
235	44801	410810	MUKUND LAXMAN SHIRKE	12	170	SR NAWGHANY(P)	05/04/1977	10/06/1998	01/05/2035	31875	45462.49
236	44801	410816	SURESHKUMAR NARAYAN NAIR	12	170	SR NAWGHANY(P)	24/03/1969	10/06/1998	01/04/2027	32515	56024.20
237	44801	410843	MANUKALA POSHETTY NARASANNA	12	170	SR NAWGHANY(P)	16/02/1974	18/06/1998	01/03/2032	32515	62452.96
238	44801	410980	VINAYAK SHANTARAM ADHATRAO	12	170	SR NAWGHANY(P)	02/08/1973	12/11/1998	01/09/2031	31875	49970.88
239	44801	410984	SAMBHAJI TUKARAM PATIL	14	78	WIREMAN	02/06/1973	14/11/1998	01/07/2031	32685	9008.47
240	44801	411013	VIJAY NARSING BHOSALE	12	170	SR NAWGHANY(P)	23/11/1968	17/03/1999	01/12/2026	31875	40594.90
241	44801	411014	GAJANAN SAHEBRAO JAGDALE	12	170	SR NAWGHANY(P)	19/09/1975	16/03/1999	01/10/2033	31875	65700.55
242	44801	411059	VINOD BHIVAJI KASBE	11	70	NAWGHANY	06/09/1971	20/09/1999	01/10/2029	25345	31728.28

SRNO	PAYSHEET	CHECKNO	NAME	GRADECD	DESIGCD	DESIGNATION	BIRTHDT	JOINDT	RTRDT	BASIC	GROSS_SAL
243	44801	411169	S R BHOSLE	12	170	SR NAWGHANY(P)	22/09/1975	18/11/1999	01/10/2033	31250	55933.94
244	44801	411174	MAHENDRA SHANKAR KAIKINI	12	170	SR NAWGHANY(P)	31/08/1970	27/01/2000	01/09/2028	31250	56053.03
245	44801	411179	RAJESH RAMBAHADUR SINGH	12	170	SR NAWGHANY(P)	13/08/1973	28/01/2000	01/09/2031	31250	58778.36
246	44801	411209	MILIND HARI DHURI	11	70	NAWGHANY	30/03/1965	18/02/2000	01/04/2023	30285	26516.73
247	44801	411250	AVINASH BHIKURAM MORE	12	170	SR NAWGHANY(P)	12/02/1965	01/08/2000	01/03/2023	31250	53655.17
248	44801	411274	KISHOR MANOHAR LAD	12	170	SR NAWGHANY(P)	19/09/1969	20/11/2002	01/10/2027	29445	42633.28
249	44801	411301	MANGESH LAXMAN VICHARE	13	79	MUCCADAM	05/04/1969	03/05/2005	01/05/2027	28660	59703.78
250	44801	411319	AMIT BHIKAJI JADHAV	12	170	SR NAWGHANY(P)	09/12/1979	03/05/2005	01/01/2038	28870	47071.35
251	44801	411334	SHASHIKANT RAGHUNATH MOHITE	12	170	SR NAWGHANY(P)	09/07/1972	21/06/2005	01/08/2030	28870	47560.86
252	44801	411351	ANAND RAMCHANDRA DESHMUKH	12	170	SR NAWGHANY(P)	29/03/1971	29/07/2005	01/04/2029	28870	46378.00
253	44801	411362	BHUPENDRA DULLABHBHAI SONWADEKAR	12	170	SR NAWGHANY(P)	21/03/1971	27/07/2005	01/04/2029	28870	40928.52
254	44801	411392	KISHOR VILAS PAWAR	11	70	NAWGHANY	05/01/1980	31/10/2005	01/02/2038	25345	50807.74
255	44801	411534	SUBHASHCHANDRA MARUTI REDIJ	12	170	SR NAWGHANY(P)	21/01/1974	23/07/2008	01/02/2032	27205	41139.40
256	44801	411582	KRISHNAKUMAR SHIVRAM KAMALE	12	170	SR NAWGHANY(P)	01/01/1969	09/05/2008	01/01/2027	27205	46886.36
257	44801	411590	DILEEP BHASKAR GOLATKAR	12	170	SR NAWGHANY(P)	16/02/1967	21/11/2008	01/03/2025	26670	59239.57
258	44801	411617	DEEPAK NIVRUTTI CHANDANSHIVE	11	70	NAWGHANY	14/07/1969	03/05/2010	01/08/2027	25345	68915.60
259	44801	411620	RAJESH MADHUSUDAN PARAB	11	70	NAWGHANY	06/12/1969	03/05/2010	01/01/2028	25345	47439.43
260	44801	411641	PRAMOD SUDAM KAMBLE	11	70	NAWGHANY	25/05/1971	03/05/2010	01/06/2029	9650	39091.23
261	44801	411643	GANESH SHANKAR PAWAR	11	70	NAWGHANY	21/04/1974	03/05/2010	01/05/2032	25345	51424.80
262	44801	411644	NAVNATH GOPINATH SHELKE	11	70	NAWGHANY	12/02/1974	03/05/2010	01/03/2032	25345	46655.90
263	44801	411775	SANDIP BHIKAJI JADHAV	11	70	NAWGHANY	01/02/1972	03/05/2010	01/02/2030	25345	38926.09
264	44801	411868	VILAS BHIKAJI JADHAV	11	70	NAWGHANY	13/01/1970	03/05/2010	01/02/2028	25345	54495.48
265	44801	411895	VITTHAL BALGONDA PATIL	11	70	NAWGHANY	15/04/1965	03/05/2010	01/05/2023	25345	64541.57
266	44801	411942	MANOJ DWARKANATH PEVEKAR	11	70	NAWGHANY	28/08/1965	21/11/2008	01/09/2023	25850	35607.41
267	44801	412035	ANIL KASHINATH MANE	11	70	NAWGHANY	01/06/1970	03/05/2010	01/06/2028	23885	48262.18
268	44801	412040	SANTOSH SHRIMANT CHAVAN	11	70	NAWGHANY	08/07/1977	03/05/2010	01/08/2035	25345	39458.87
269	44801	412044	VIJAYKUMAR KRISHANCHAND AHUJA	11	70	NAWGHANY	06/11/1969	03/05/2010	01/12/2027	25345	31509.22
270	44801	412047	SANTOSH DHARMAJI KAMBLE	11	70	NAWGHANY	15/05/1972	03/05/2010	01/06/2030	25345	45351.49
271	44801	412048	RAMVIKAS MARKANDEYA SINGH	11	70	NAWGHANY	01/01/1970	03/05/2010	01/01/2028	25345	53046.66
272	44801	412052	SUNIL DHAKU GAWDE	11	70	NAWGHANY	06/08/1974	03/05/2010	01/09/2032	25345	57728.50
273	44801	412053	DEEPAK SADANAND GAMARE	11	70	NAWGHANY	07/07/1976	03/05/2010	01/08/2034	25345	53900.97

SRNO	PAYSHEET	CHECKNO	NAME	GRADECD	DESIGCD	DESIGNATION	BIRTHDT	JOINDT	RTRDT	BASIC	GROSS_SAL
274	44801	412054	VIKAS DAULAT POL	11	70	NAWGHANY	24/10/1976	03/05/2010	01/11/2034	25345	58697.66
275	44801	412055	DEVENDRA SHANKAR BHAMBURE	12	170	SR NAWGHANY(P)	17/03/1975	11/07/2008	01/04/2033	27205	43908.80
276	44801	412056	JITENDRA SAHEBRAO GAIKWAD	11	70	NAWGHANY	25/12/1977	03/05/2010	01/01/2036	23415	31132.18
277	44801	412057	SAJID ABDULLAH MUJAWAR	11	70	NAWGHANY	06/03/1973	03/05/2010	01/04/2031	25345	43259.92
278	44801	412058	JAGANNATH BABAJI MORE	11	70	NAWGHANY	05/02/1970	03/05/2010	01/03/2028	25345	52401.29
279	44801	412059	PRAKASH DNYANU GHOLAP	11	70	NAWGHANY	22/11/1975	03/05/2010	01/12/2033	25345	46315.89
280	44801	412166	PRAVIN SADANAND PANDIT	11	70	NAWGHANY	04/05/1968	03/05/2010	01/06/2026	24365	35979.11
281	44801	412196	RAMKRISHNA NARAYAN DABHADE	12	170	SR NAWGHANY(P)	13/11/1964	11/07/2008	01/12/2022	27205	35300.02
282	44801	412204	DILIP GOPINATH JADHAV	11	70	NAWGHANY	15/01/1965	03/05/2010	01/02/2023	25345	48788.14
283	44801	412233	ARVIND RAMHARI POUL	11	70	NAWGHANY	13/10/1972	03/05/2010	01/11/2030	25345	46454.69
284	44801	412237	SHANKAR LAXMAN TODKAR	11	70	NAWGHANY	01/03/1969	03/05/2010	01/03/2027	25345	65617.33
285	44801	412242	JIGNESH JAGANBHAJ BAROT	11	70	NAWGHANY	31/10/1976	03/05/2010	01/11/2034	25345	46163.54
286	44801	412258	PRAVIN BECHARBHAI PARMAR	11	33	SCAVENGER	24/10/1982	19/07/2006	01/11/2040	27430	37645.99
287	44801	412259	BHIMJI JETHABHAI GILATAR	12	133	SR SCAV (P)	15/07/1972	19/07/2006	01/08/2030	28305	37684.25
288	44801	412273	JANARDHAN SAWLIRAM CHAUDHARI	11	70	NAWGHANY	19/10/1970	05/11/2007	01/11/2028	26365	43786.17
289	44801	412297	PRAKASH RAMCHANDRA SAWANT	11	70	NAWGHANY	01/06/1971	03/05/2010	01/06/2029	25345	41743.68
290	44801	412381	RAVINDRA GOVIND JAGTAP	11	70	NAWGHANY	15/08/1966	03/05/2010	01/09/2024	25345	34833.59
291	44801	412391	JAGDISH SHANKAR PAWAR	11	70	NAWGHANY	25/09/1967	11/07/2008	01/10/2025	26365	51067.44
292	44801	412418	MOHAMMAD YUNUS AHMED HUSSAIN MANSOORI	11	70	NAWGHANY	09/03/1976	03/05/2010	01/04/2034	25345	46163.54
293	44801	412429	UMESH ANANDA LONDHE	11	70	NAWGHANY	19/05/1970	03/05/2010	01/06/2028	25345	47070.74
294	44801	412440	SADU BHORU KHATELE	15	44	JOINTER	01/06/1972	05/11/2007	01/06/2030	28170	55770.73
295	44801	412454	MOHANMED ANWAR GULAM KADAR QURESHI	11	70	NAWGHANY	11/09/1970	03/05/2010	01/10/2028	25345	50327.69
296	44801	412531	VASANT TUKARAM BUTTE	11	70	NAWGHANY	17/12/1976	03/05/2010	01/01/2035	25345	52845.78
297	44801	412550	VINOD VASANT KADAM	11	70	NAWGHANY	04/06/1966	03/05/2010	01/07/2024	25345	49582.46
298	44801	412559	ATMARAM BABAJI BAGWE	11	70	NAWGHANY	11/10/1965	03/05/2010	01/11/2023	25850	38661.98
299	44801	412654	VINOD MUKUND NAWAR	11	70	NAWGHANY	29/04/1971	03/05/2010	01/05/2029	25345	41566.50
300	44801	412680	MOHD SHAFIQUE MOHD YUSUF KHAN	11	70	NAWGHANY	21/01/1972	03/05/2010	01/02/2030	25345	50673.70
301	44801	412683	AJIT LALJIBHAI RATHOD	11	70	NAWGHANY	01/06/1978	03/05/2010	01/06/2036	25345	43717.54
302	44801	412694	RAVI RAJARAM PUDARI	11	70	NAWGHANY	04/02/1975	03/05/2010	01/03/2033	25345	63203.08
303	44801	412772	SUDHAKAR ATMARAM DESAI	11	70	NAWGHANY	13/07/1971	03/05/2010	01/08/2029	25345	43176.59

SRNO	PAYSHEET	CHECKNO	NAME	GRADECD	DESIGCD	DESIGNATION	BIRTHDT	JOINDT	RTRDT	BASIC	GROSS_SAL
304	44801	412879	P K INGALE	11	70	NAWGHANY	01/06/1974	03/05/2010	01/06/2032	25345	38150.89
305	44801	412898	RAVINDRA SADASHIV MASURKAR	11	70	NAWGHANY	21/12/1965	13/03/2010	01/01/2024	25345	48568.97
306	44801	412964	JANARDHAN NAMDEO SANAS	11	70	NAWGHANY	09/08/1976	03/05/2010	01/09/2034	25345	69617.39
307	44801	413001	SHAUKAT MOHAMED HAJU	11	70	NAWGHANY	01/12/1970	03/05/2010	01/12/2028	25345	41819.22
308	44801	413013	MANOJKUMAR RAMSHIROMANI PANDEY	11	70	NAWGHANY	17/09/1975	03/05/2010	01/10/2033	25345	47462.67
309	44801	413085	DURODHAN SONA SAROKTE	11	70	NAWGHANY	01/06/1974	26/03/2008	01/06/2032	26365	60786.39
310	44801	413101	PRAVIN K PURABIA	11	33	SCAVENGER	13/01/1985	15/01/2008	01/02/2043	24850	38538.41
311	44801	413130	PURUSHOTTAM PAYA PATIL	11	70	NAWGHANY	15/11/1971	18/03/2010	01/12/2029	25345	41942.68
312	44801	413407	KASHINATH CHIMA DONGARE	11	70	NAWGHANY	01/06/1978	17/04/2010	01/06/2036	25345	40567.35
313	44801	413411	RAMESH TUKARAM NIJAI	11	70	NAWGHANY	01/06/1982	24/04/2010	01/06/2040	25345	42256.98
314	44801	413519	SACHIN BANSI GONDAKE	11	70	NAWGHANY	15/07/1987	20/07/2011	01/08/2045	25345	42238.38
315	44801	413536	ANANDA PARASU NAIK	11	70	NAWGHANY	01/06/1978	27/07/2011	01/06/2036	25345	42256.10
316	44801	413538	SANJAY TATOBA SHEDE	11	70	NAWGHANY	19/02/1973	27/07/2011	01/03/2031	25345	44198.44
317	44801	413539	RAJESH NAGESH EKILWALE	11	70	NAWGHANY	08/10/1972	27/07/2011	01/11/2030	25345	50247.89
318	44801	413555	ANKUSH NARAYAN KASEKAR	11	70	NAWGHANY	05/05/1972	03/08/2011	01/06/2030	25345	47819.00
319	44801	413556	AJAY MANOHAR KARANJKAR	11	70	NAWGHANY	29/02/1976	03/08/2011	01/03/2034	25345	49558.94
320	44801	413563	ANIL RAMCHANDRA AMLE	11	70	NAWGHANY	24/06/1974	18/08/2011	01/07/2032	25345	42838.72
321	44801	413564	RAJU SHRIMANT BANDGAR	11	70	NAWGHANY	20/05/1988	18/08/2011	01/06/2046	25345	39587.84
322	44801	413612	GANESH NAMDEV BOS	11	70	NAWGHANY	07/01/1987	03/04/2012	01/02/2045	24850	48569.45
323	44801	413613	MAHENDRA EKNATH THOMBARE	11	70	NAWGHANY	10/05/1986	03/04/2012	01/06/2044	24850	55572.84
324	44801	413632	SANDIPAN BAPU MAHANAWAR	11	70	NAWGHANY	01/06/1975	04/04/2012	01/06/2033	24850	68350.89
325	44801	413685	JITU JAISING MAKAWANA	11	33	SCAVENGER	30/03/1981	14/10/2013	01/04/2039	23885	35966.89
326	44801	413732	LAKSHADIP ANANT SAWANT	11	70	NAWGHANY	13/12/1983	28/01/2021	01/01/2042	20790	43755.39
327	44801	413733	SADANAND VITTHAL RANE	11	70	NAWGHANY	13/11/1980	28/01/2021	01/12/2038	20790	42005.15
328	44801	413749	AMIT JANARDAN PAWAR	11	70	NAWGHANY	15/02/1981	28/01/2021	01/03/2039	20790	40082.72

Operation & Maintenance (Central South) Dept.

RTI INFORMATION

Sr.No.	Name of Public Information Officer	Address and Tel. No.
1	Mrs. Sai S. Bane	Vidyut Bldg.,4th flr., L.T.Mg., Opp. G.T. Hospital,Pathakwadi, Mumbai 400 002 Tel. No. 7208972473

Sr.No.	Name of First Appellate Authority	Address and Tel. No.
1	Shri Rajesh B Zope	Vidyut Bldg.,4th flr., L.T.Mg., Opp. G.T. Hospital,Pathakwadi, Mumbai 400 002 Tel. No. 7208972473